

# VITALITY UNIVERSITY



## CATALOG

**2023**

Effective January 2023



## TABLE OF CONTENTS

<b>MESSAGE FROM THE PRESIDENT</b>	<b>1</b>
<b>MISSION &amp; GOALS</b>	<b>2</b>
OUR MISSION	2
OUR VISION	2
OUR VALUES	2
<b>APPROVALS OBTAINED</b>	<b>2</b>
CA - BPPE APPROVAL	2
CAB APPROVAL	2
<b>DESCRIPTION OF INSTITUTIONAL FACILITIES</b>	<b>3</b>
MAIN CAMPUS	3
SATELLITE CAMPUS	3
INSTRUCTIONAL EQUIPMENT	3
LIBRARY	4
<b>THE PRE-ENROLLMENT DISCLOSURE; NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS</b>	<b>6</b>
<b>GENERAL INFORMATION</b>	<b>6</b>
<b>ACADEMIC CALENDAR 2023</b>	<b>6</b>
LEGAL CONTROL AND INCORPORATION	8
SPECIAL NOTICE OF FINANCIAL STATUS	8
GOVERNANCE STRUCTURE	8
ADMINISTRATIVE LEADERSHIP	8
<i>Key Members of Administrative Staff</i>	8
STUDENT SERVICES	9

<i>Living and Housing</i>	9
STUDENT DISABILITY SERVICES	10
<i>Health Services</i>	10
DISTANCE EDUCATIONAL PROGRAM	10
JOB OPPORTUNITIES	10
STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES	10
STUDENT RECORDS	13
STUDENT LIFE	14
<i>Student Conduct</i>	15
<b>PROBATION AND DISMISSAL POLICIES</b>	<b>17</b>
<b>STUDENT DISCIPLINARY POLICIES AND PROCEDURES</b>	<b>18</b>
<b>POLICY AND PROCEDURES OF STUDENT COMPLAINTS AND GRIEVANCE</b>	<b>22</b>
<b>FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974</b>	<b>29</b>
<b>UNIVERSITY POLICY AND PROCEDURES</b>	<b>33</b>
INTRODUCTION AND PURPOSE	33
RULES AND REGULATIONS FOR STUDENT CONDUCT	34
NON-DISCRIMINATION POLICY	36
ACADEMIC POLICIES	36
<i>Unit / Clock Hour Conversion</i>	36
<i>Full-Time and Part-Time Students</i>	36
<i>Registration</i>	37
<i>Adding or Dropping a Course</i>	37
<i>Challenge Examinations</i>	37
<i>Attendance POLICY</i>	38
<i>Absences and Tardiness</i>	38
<i>Unsatisfactory Attendance</i>	39
<i>Make-up Work</i>	39
<i>Leave of Absence</i>	39
<i>Requesting a Leave of Absence, Rules and Form</i>	39
<i>Readmission of Military Personnel and Veterans</i>	39
<i>Examinations</i>	40
<i>Pre-clinic Comprehensive Exam</i>	40
<i>Comprehensive Graduation Exam</i>	40
<i>Grading policy</i>	40
<i>Pass/Fail Grade Policy</i>	41
<i>Withdrawal from the University</i>	41
<i>standards for student achievement.</i>	42
<i>Graduation/COMPLETION Requirements</i>	42
<i>Independent Study</i>	42
<i>Academic Progress policy</i>	43
<i>Policy on Finishing Incomplete Didactic Courses</i>	43
<i>Audit Policy</i>	43

<i>Transcript</i>	44
<i>Teaching Clinic</i>	44
<i>Malpractice Insurance</i>	45
HARASSMENT PREVENTION POLICY	45
DISABILITIES POLICY	46
SEXUAL HARASSMENT POLICY	46
DRUG, ALCOHOL AND SMOKING POLICIES	47
CAMPUS SECURITY	48
UNIVERSITY CATALOG	48
POLICY CONCERNING APPROPRIATE ATTIRE	48
ACADEMIC PROBATION AND DISMISSAL	49
STUDENT RECORDS	49
CONFIDENTIALITY OF RECORDS	50
PROTECTION AGAINST IMPROPER DISCLOSURE	50
<b>DOCTOR OF ACUPUNCTURE WITH A CHINESE HERBAL MEDICINE SPECIALIZATION PROGRAM</b>	<b>51</b>
THE TITLE OF THE DOCTORAL DEGREE PROGRAM	51
PURPOSE OF THE PROGRAM	51
EDUCATIONAL OBJECTIVES/GOALS OF THE PROGRAM	51
LEARNING OUTCOMES OF THE PROGRAM	51
DESCRIPTION OF THE DOCTORAL DEGREE PROGRAM	52
ADMISSION POLICIES	53
ADMISSION REQUIREMENTS	54
ENGLISH PROFICIENCY REQUIREMENTS	54
STANDARD ADMISSION	54
ADMISSION OF TRANSFER STUDENTS	55
NON-DEGREE SEEKING STUDENTS ADMISSION POLICY AND PROCEDURES	55
ADMISSION PROCEDURES	56
INTERNATIONAL STUDENT APPLICATION ACCEPTED	57
INSTRUCTION LANGUAGE USED	57
TRANSFER CREDIT POLICY	57
NEW STUDENT ORIENTATION AND REGISTRATION	60
TOTAL NUMBER OF UNITS OR CREDITS (SEMESTER)	60
MAXIMUM TIME FOR PROGRAM COMPLETION	60
CURRICULUM OF DAC[CHMS] PROGRAM	61
GRADUATION REQUIREMENTS FOR DACCHM PROGRAM	63
DOCTORAL DEGREE COMPLETION TRACK	63
<b>SCHEDULE OF COURSE OFFERINGS BY ACADEMIC TERM</b>	<b>64</b>
COURSE DESCRIPTIONS	68
KEY MEMBERS OF ACADEMIC LEADERSHIP	85
CORE FACULTY	85
LICENSURE OPPORTUNITIES	88
LICENSURE ELIGIBILITY	88

INFORMATION REGARDING WHETHER COMPLETION OF THE PROGRAM WOULD BE SUFFICIENT TO MEET THE REQUIREMENTS FOR PROFESSIONAL LICENSURE OR CERTIFICATION	89
EMPLOYMENT, CAREER OPPORTUNITIES FOR GRADUATES	91
TUITION AND FEE STRUCTURES	92
STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE	93
REFUND POLICIES	95
<i>Disbursement of Tuition Refunds</i>	98
<i>Consumer loan agreements</i>	98
<i>Financial Charges Grievance</i>	99
<i>Financial Disputes</i>	99
<i>Financial Aid Programs</i>	99
RESERVATION OF RIGHTS TO INCREASE UNITS/HOURS	99
NOTIFICATION OF UNIVERSITY CATALOG	99
<b>ABOUT THIS CATALOG</b>	<b>100</b>
ACCESS OF THE CATALOG	100
EFFECTIVE TIME OF THIS CATALOG	100
<b>VITALITY UNIVERSITY'S CONTACT</b>	<b>100</b>

## **MESSAGE FROM THE PRESIDENT**

I sincerely welcome all friends, colleagues, and students to come to study in Vitality University.

I have always had a dream, which is to run a school that focuses on health technology. My dream comes from my experience. I graduated from Beijing University of Chinese Medicine with a Ph.D., and I have over 30 years of experience in practicing Chinese medicine in both China and the United States. I deeply understand that American people's acceptance of acupuncture therapy is getting higher and higher, but the acceptance of Chinese herbal medicine is very low, and Chinese herbal medicine is indeed deeply rooted in the hearts of the people and continues to develop vigorously in China. How to gradually increase American people's acceptance of Chinese herbal medicine? I think I should start with education, and I had the experience of establishing two schools specializing in Chinese herbal medicine. I have accumulated a lot of experience with success and failure.

In the process of running a school, I want to give full play to the health education with Chinese medicine as its characteristic, and on the other hand, I have a deeper understanding of the characteristics of health education and medical technology in the United States. This experience promoted a new idea for me, which is to integrate the characteristics and elements of health education and medical technology with American characteristics while rooting Chinese medical technology and education with the development of the United States.

After discussing with my teaching and medical team, we decided on this new school name: Vitality University. The "Vitality" is translated as Qian Fan in Chinese, which means thousands of sailboats. It is taken from a famous ancient Chinese poem: "Thousand sails pass by the sunken boat, and Tens of thousands of trees is in front of the diseased tree." The power is just like the "vitality" in English.

Adhering to this philosophy, the Vitality University will provide high-quality health courses featuring the promotion of Oriental Chinese medicine and integrating Western health science elements as the core, and will provide high-therapeutic medical services for the majority of patients, as well as health science research and development to make unremitting efforts.

I sincerely welcome students from the United States and all over the world to study in our school, and welcome in-service medical staff to participate in our school's various certificates and continuing education courses. People from all walks of life are warmly welcome to provide support and help to our school's development.

Dr. Jeffrey Zhongxue Mah, PhD, LAc., Dip. NCCAOM

President of Vitality University

## **MISSION & GOALS**

Vitality University (VU) is dedicated to improving the health and quality of health care by providing exemplary Traditional Chinese Medicine (TCM) education. VU is committed to promote academic and clinical advancement through equipping students with intellectual, analytical, and critical capabilities and enabling students to pursue lifelong learning to become compassionate, ethical and devoted health care professionals with the ability to practice as independent health care providers in a variety of settings.

### **OUR MISSION**

To improve the quality of lives by educating and inspiring skilled, compassionate, and dedicated practitioners and leaders in TCM education, practice, and research.

### **OUR VISION**

To be a premier education institution in acupuncture and TCM equipping students with solid foundation, quality values, and exemplary skills to serve the community and improve the health and care of lives.

### **OUR VALUES**

All members of VU community embody the intention of improving lives individually and collectively by supporting health and wellbeing through our daily actions. We lead by example and by practicing the values of Education, Integrity, Pragmatism, Innovation, and Heredity.

## **APPROVALS OBTAINED**

Vitality University is a private institution legally incorporated in the State of California.

## **CA - BPPE APPROVAL**

Vitality University is a private institution approved to operate by the California Bureau for Private Postsecondary Education (CA-BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. CA-BPPE is located at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834. Phone: (916) 574-8900, Toll Free: (888) 370-7589. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **CAB APPROVAL**

Vitality University's program of doctor of acupuncture with a Chinese herbal medicine Specialization (DAcCHM) is approved by the California Acupuncture Board (CAB). CUSV Students who have successfully completed the program are qualified to sit for California Acupuncture Licensing Examination (CALE). The Acupuncture Board is located at 1747 N. Market Blvd. Ste 225, Sacramento, California 95814-0226 Tel: (916) 445-3021, Fax: (916) 445-3015, Website: [www.acupuncture.ca.gov](http://www.acupuncture.ca.gov).

## **DESCRIPTION OF INSTITUTIONAL FACILITIES**

### **MAIN CAMPUS**

2499 Industrial PKWY West, Hayward, CA 94545

Website: [www.vitalityuniversity.net](http://www.vitalityuniversity.net)

Phone: (650) 350-1863 / (510) 856-3619

All didactic instructions will be held in the Main Campus. VU's main campus is located at 2499 Industrial PKWY west, Hayward, CA 94545. It is a neighborhood of Costco. The build has two stories with 6,252 square feet, and the lot is 18,315 square feet. The building is divided into two parts with address numbers 2497 and 2499. For the 2497 part, on the first floor, there are two clinical demonstration rooms, one herbal pharmacy, and one large kitchen, five modern open office spaces for consultation, student affairs, and clinical management. There is also a waiting room space, and reception area. On the second floor, there are three clinical demonstration rooms and two school office rooms. The 2499 part is going to be used as classrooms. On the first floor, there are three class rooms, one lecture hall, and one demonstration room for herbal product. On the second floor, there are two large lecture halls, two library book rooms, and a second kitchen.



Between the two parts, there is a corridor and two restrooms. Built in 1987, this building is in excellent condition. The City Hall of Hayward has issued a vocational school business license to VU. It has been finished remodeling and ready to be fully used as Vitality University.

### **SATELLITE CAMPUS**

2304 S. El Camino Real, San Mateo, CA 94403

Phone: (650) 350-1863

The satellite campus is located at 2304 South El Camino Real in San Mateo, CA, roughly 10 minutes away from the school location. Clinical instructions of practice observations and supervised practices and some classes are held in this location. The structure is approximately 1500 sq. ft. There is a moderate parking lot located at the rear of the clinic.

The main entrance of the satellite has a spacious reception with a waiting area besides the front desk especially set up for patients. The clinic campus also has a spacious office for patient consultation. The clinic campus has four treatment rooms. Each room has one or two therapeutic beds, chairs and clean linens. All rooms are installed with blinds and doors to secure the privacy of each patient.

### **INSTRUCTIONAL EQUIPMENT**

The main campus provides standard teaching equipment in every classroom including LCD and transparency projectors, white boards, classroom tables and chairs, an integrated multimedia system, skeleton teaching models, visual charts, wireless internet connectivity, and computers in the library. This exam rooms in the main campus are also equipped with standard clinical equipment and supplies as the teaching clinic, including treatment tables, massage table and chair, sheets, towels, sterile disposal acupuncture needles, cotton balls, 70% 2-propanol and biohazard sharps disposal container.

Other equipment and tools available in the lecture rooms include anatomical charts, diet and nutrition charts, and acupuncture point demo skeleton.

The clinical campus is equipped with standard clinical equipment and supplies including treatment tables, sterile disposal acupuncture needles, cotton balls, 70% 2-propanol, clean linens, sheets, towels, heat lamps, and weigh scales.

## **LIBRARY**

VU's library so far is small, but has enough resource to provides educational materials in books and electrical formats to ensure an appropriate level of currency, depth and breadth in terms of the University's mission, core themes, programs and services.

VU's library has two sections: an English section and a Chinese section, collectively housing over 400 books. Periodicals, slides, charts, audio-visual materials as well as human anatomy models are additional resources available in the library (e.g., the basic sciences, pharmacology and clinic therapeutics) are current and broadly represented.

VU has an electric book resource system with 3000 Chinese medicine books.

VU's library is projecting to provide more and more resource to students and staff as the school grows.

The current small library is located at the main campus 2499 Industrial Parkway West in Hayward. The formal, faculty, staff and students can be easy access to the library. It opens during the school opens.

### **Online Recourse Reference:**

#### Electronic Resources

BioMedSearch - BioMedSearch contains free PubMed/MedLine publications, plus additional journals and a collection of theses and dissertations that are not available elsewhere, making it the most comprehensive biomedical search on the web.

AcuBriefs- AcuBriefs promotes access to information on acupuncture and Oriental Medicine with the best medical practice for doctors and medical professionals.

BioMed Central – A science, technology and medicine publisher of 220 open access, online, peer-reviewed journals.

Chinese Herb Academy - Provides relevant information on Chinese herbal medicine and professional discussion on the clinical use of Chinese Herbs.

Chinese Medicine Specimen Database - The Hong Kong Baptist University School of Medicine and Library worked together to create this database which includes pictures and information on all Materia Medica specimens found in their Chinese Medicine Centre.

Natural Medicines Comprehensive Database - Provides evidence-based information on Natural Medicines.

Google Scholar - Provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites. Google Scholar helps you find relevant work across the world of scholarly research.

Medicinal Plants Image Database - The Hong Kong Baptist University School of Medicine and Library worked together to create this database. Over 1,000 medicinal plants are categorized and summarized with pictures and detailed descriptions.

MedlinePlus- National Institutes of Health's Website for patients and their families and friends. Produced by the National Library of Medicine, it brings you information about diseases, conditions, and wellness issues in language you can understand. MedlinePlus offers reliable, up-to-date health information, anytime, anywhere, for free.

PubMed Central - A free full-text archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health's National Library of Medicine.

#### Nearby Medical Libraries

The Plane Tree library -Located on the second floor of the Cupertino Library, offers free of charge, good web-based research help on health and medical information to the public. Open hours are Tuesday 4pm -8pm, Wednesday 10am – 2pm,Thursday, Friday & Saturday, 2pm -6pm.

Lane Medical Library, Stanford Hospital, Palo Alto California - Open access and free 20 minute use of computers. Remote access and borrowing privileges are only offered for Stanford University students, staff and faculty. Students have the choice to register for an "Individual Community Membership" at the Lane Medical Library to get lending privileges and access online licensed resources.

#### Public Libraries

Public libraries are located nearby each campus. With a library card and PIN number access is available to many online databases.

PubMed is available without PIN number.

University of California online catalog. Access to online journals requires a student card and PIN.

National organizations on Oriental medicine:

Academic Consortium for Complementary and Alternative Health Care.

Council of Colleges of Acupuncture and Oriental Medicine.

By following the guidelines of the California Acupuncture Board we will be maintaining our own resource library.

## **THE PRE-ENROLLMENT DISCLOSURE; NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by June 28, 2024, and full accreditation by June 28, 2027.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## **GENERAL INFORMATION**

### **ACADEMIC CALENDAR 2023**

<b>Spring Semester 2023 (Feb. 5 – Jun. 26)</b>	
<b>Date</b>	<b>Event</b>
Feb. 5	Spring Semester Begins
Feb.15	-Late registration -Add/Drop Class
Feb.20	Tuition Payment Due
May 29	Academic & Administrative Holiday (Memorial Day)
Jun. 6	-Begin registration for Fall Semester
Jun 20-28	Final exams and course evaluation
Jun. 28	- Spring Semester ends - Fall Semester registration ends for current students
<b>Fall 2023 Semester (Aug.1- Dec 18)</b>	
<b>Date</b>	<b>Event</b>
Aug. 21	Fall Semester Begins
Aug.31	-Late registration -Add/Drop Class
Sep. 4	Academic & Administrative Holiday (Labor Day)
Sep.12	Tuition Payment Due

Nov. 24	Academic & Administrative Holiday (Thanksgiving Holiday)
Dec. 12-18	Final exams and course evaluation
Dec. 11	Comprehensive Exam
Dec. 18	- Fall trimester ends - 2024 Spring Semester registration ends for current students
Feb.5, 2024	- 2024 Spring Semester and Classes Begin

### **LEGAL CONTROL AND INCORPORATION**

Vitality University (VU) is a private institution legally incorporated in the State of California whose predecessor is University of Herbal Medicine.

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

### **SPECIAL NOTICE OF FINANCIAL STATUS**

This institution does not have a pending petition in bankruptcy and is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

### **GOVERNANCE STRUCTURE**

#### **BOARD OF DIRECTORS**

Board Chair:

**Lixin Zhang**

Ph.D. of Health Services Research

#### **Board Members:**

**Jeffrey Zhongxue Mah**

Ph.D. of Traditional Chinese Medicine (China), L.Ac., President of VU

**Becker Pokang Sze**

MS. in electrical engineering, principal engineer in Dell Technologies

**Tong Fu**

MS. in Chinese Medicine, senior sales manager of Ma Labs Inc.

**ADMINISTRATIVE LEADERSHIP**

The chief administrative officer of Vitality University is the President. He is responsible to the Board of Directors for the implementation of board decisions and actions.

**KEY MEMBERS OF ADMINISTRATIVE STAFF**

**Jeffrey Zhongxue Mah**

President, Ph.D. of Traditional Chinese Medicine (China), L.Ac.

**Shumin Lee**

Academic Dean, Ed.D.

**Yougen Wang**

Director of Administrative Affairs, Bachelor of Traditional Chinese Medicine, LAc.

**STUDENT SERVICES**

Vitality University does not provide, airport reception services, housing assistance or other services. Further, the VU maintains a focus on the delivery of educational services. Should a student encounters personal problems which interfere with his or her ability to complete coursework, VU will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. The availability of housing opportunities is posted in the mail campus. VU makes no particular recommendations and is not responsible for safety, building/living conditions, or other aspects of these housing opportunities, or for the tenant/landlord or roommate relationship. Due to the volume of listings received we are unable to research the integrity of each person that lists a house, room or apartment with us. The average rental cost per month for housing in Hayward is around \$2,000. Below is a list of online housing resources.

- [www.craigslist.com](http://www.craigslist.com)
- [www.apartmentguide.com](http://www.apartmentguide.com)

- [www.forrent.com](http://www.forrent.com)
- [www.apartmentlist.com](http://www.apartmentlist.com)
- [www.zumper.com](http://www.zumper.com)
- [www.zillow.com](http://www.zillow.com)
- [www.cwpmgmt.com](http://www.cwpmgmt.com)
- [www.bsrealty.com](http://www.bsrealty.com)

## **LIVING AND HOUSING**

(a) Vitality University does not have any type of dormitory facilities under its control.

(b) There is an abundance of varied housing in a wide range of pricing immediately surrounding the campus. The range of housing is usually between \$900-\$1,200 monthly depending on the number of bedrooms and if shared.

(c) The University bears no responsibility in finding or assisting students in finding housing. The University does, however, have a bulletin board for student use to communicate opportunities for shared housing or for other community and professional listings. The Director of Administrative Affairs is available to make suggestions and help with resources to find housing, but it is the responsibility of the student to find acceptable housing within their own circumstances and needs.

The city of Hayward and the neighboring communities have extensive rental apartments and housing in all price ranges.

## **STUDENT DISABILITY SERVICES**

VU welcomes students with disabilities to participate fully in all aspects of the university life. Our purpose is to ensure that students with physical, learning or psychological disabilities, or chronic medical conditions are provided with equal access to the program, activities and services. The academic and administrative staff will review students' clinical and educational documentation, and collaborates with students, faculty and staff to arrange reasonable measures that support students' individual needs. Students are encouraged to connect with Student Disability Services as early as possible.



## **HEALTH SERVICES**

TCM treatment, including herbs, is available to students in the School Clinic at a discounted rate.

## **DISTANCE EDUCATIONAL PROGRAM**

No distance educational program is offered in this institution.

## **JOB OPPORTUNITIES**

VU does not provide job placement assistance of any type. The university does post on the student bulletin boards any substantive and relevant employment opportunities that it receives. VU provides counseling in assisting students with resume and cover letter writing.

The job classification(s) each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.

1. Job Classifications for Master of Science in Traditional Chinese Medicine Profession/ Acupuncturist - SOC Code/29-1199

\*These SOC codes are available at <https://www.bls.gov/soc/classification.htm>

## **STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES**

VU students have the following rights:

- Receive administrative and academic support from VU faculty and staff, including such areas as clarification of VU policies and procedures.
- File a complaint or grievance with VU or other relevant authorities. Full instructions for how to do so are outlined in the Complaint and Grievance portion of VU Catalog.
- Request an amendment or revision to their student records to ensure their accuracy and ensure they are not in violation of the right to privacy.

- Prohibit or restrict disclosure of their information to other individuals or entities
- Inspect and review their VU transcripts.

VU students have the following privileges:

- Freedom from harassment and discrimination: VU students may pursue their educational opportunities free from harassment, including physical abuse, threats or intimidation. VU provides equal educational opportunities to its students without regard to age, race, color, creed, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, genetic information, disability, or military or veteran status. VU prohibits discrimination on any of these bases and will take steps necessary to remedy any instances of such discrimination.
- Freedom of speech: Students may express their beliefs, feelings and opinions so long as the manner of expression does not violate another student's rights. For specific examples of such violations, please see our Student Code of Conduct.

All VU students are subject to local, state and federal laws. Additionally, VU students have the following general responsibilities:

- Provide accurate and complete documentation of academic history to VU by the given deadline.
- Know and comply with program requirements and expectations.
- Initiate requests regarding dissemination of information, filing of grievances, or other areas of academic or administrative support.
- Communicate with fellow students and VU staff in a professional, polite manner.
- Refrain from deliberately violating the privileges of any other member, and to consider all actions carefully to ensure that they do not unintentionally violate others' privileges. All VU students are responsible for their own actions.
- When necessary, report to the proper authorities any non-academic conduct that violates the privileges of others.

### **Make Use of University Facilities and Services**

All regular students have the right to make full use of the facilities and services of the university which are generally available to students. There are, however, some limitations on the availability and use of university resources. Students are expected to use university facilities and services responsibly and with consideration for other members

of the university community. Administrative office responsible for providing facilities and services will, upon request, furnish guidelines for their use.

### **Classroom Rights and Privileges**

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course in the continual search for new understanding. Students' views, political associations, and beliefs which are confided to instructors and advisors during the performance of duties are confidential.

### **Classroom Conduct**

Instructors are responsible for presenting appropriate material for courses and students are responsible for learning the material. The academic performance of a student is evaluated in the determination of grades; however, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which the student is enrolled.

### **Student, Faculty, Staff Relationship**

The relationship between students and faculty/staff is one which is based upon mutual respect. Students see faculty and staff in a variety of roles: teachers, counselors, librarians, administrators, advisors, employers, supervisors, colleagues. In those rare instances where a student may wish to pursue a grievance having to do with grades or actions taken by a faculty member or a staff member of an office or department which adversely affected the student's academic progress, the university provides a procedure by which the grievance may be pursued. The rules for the process are contained in the Rules Governing the Operations of the Board of Academic Appeals, copies of which are available in the Administrative Office.

### **A. In the Classroom**

#### **1. Student Rights**

A student who enrolls in a course has the following rights:

- To know from the instructor, the goals and content of the course
- To know from the beginning, the instructor's expectations and grading methods
- To evaluate on the materials of the course and not on extraneous matters

- To consult with the instructor outside the classroom on matters related to the course

## 2. Student Responsibilities

Student who enrolls in a course has responsibility to observe the standards of academic performance defined by the instructor and the standards of conduct established by the instructor to assure the freedom of the instructor to teach and the freedom of the other students to learn.

### **B. Outside the Classroom**

Students have a right to the services provided by faculty and staff, including such services as academic advising, counseling over a broad range of problem areas, dissemination of information, and clarification of university policies and procedures, including those involving grievances. Because of the size and complexity of the university, students have the primary responsibility for initiating requests for such services, although faculty and staff are expected to be sensitive to student's needs and to offer assistance if students appear to need it.

## **STUDENT RECORDS**

### **A. Student Records Rules**

The university has adopted rules which govern the form and variety of student records collected and maintained by the university, the nature of information collected, and the way in which student information is recorded, maintained, and eventually disposed of, consistent with federal and state regulations. Copies of the rules (in accordance with Public Law 93-380 the Family Educational Rights and Privacy Act of 1974, i.e., the Buckley Amendment) are available in the Office of the President. Students have a right to expect that information about themselves of a private, personal, or confidential nature which they share with faculty and staff will be disclosed only according to student records rules. Faculty and staff may provide judgments of a student's ability and character to others in appropriate circumstances, normally with the knowledge and consent of the student concerned, and in accordance with the university's rules on student records.

### **B. Students' Rules**

The rules on student records also define the following rights of students with respect to their records and the procedures to be followed to guarantee those rights:

1. The right to inspect and review information contained in their educational records
2. The right to challenge the contents of their educational records
3. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the challenge is unsatisfactory
4. The right to prevent disclosure, with certain exceptions, of personally identifiable information
5. The right to secure a copy of the university rules, which includes the location of all educational records
6. The right to file complaints with the appropriate federal and state agency(ies) concerning alleged failures by the university to comply with applicable laws, rules, and their implementing regulations

### **C. Students' Responsibilities**

Students are responsible for furnishing, completely and accurately, such pertinent information as required by the university so that it may perform its proper function as an educational institution. If students' circumstances change, e.g., name, address, financial situation, etc., they are responsible for seeing that proper university officials are informed of such changed circumstances.

### **RETENTION OF STUDENT RECORDS**

A detailed system of records is maintained by the University for each student. Each student's file shall contain application documents, admissions credentials, records of attendance, grades earned, satisfactory academic progress records, written communication with the student, and any disciplinary actions taken. Fireproof storage shall be provided for the safekeeping of student records including records of graduation and degrees granted. Such records shall be considered the permanent property of the University and shall not be available for loan or release to others without the written consent of the appropriate student. Student records shall be retained permanently by the University.

## **STUDENT LIFE**

Student Life encompasses a broad area, including the freedoms to form associations, to inquire and express opinions, and to participate in institutional government.

### **A. Association**

Students have the right to form organizations and to join associations to promote their common interests. In doing so, they have the responsibility to follow university policies and procedures, copies of which are available in the Administrative Office.

### **B. Inquiry and Expression**

Students and student organizations have the right to examine and discuss all questions of interest to them, to express opinions publicly and privately, to support causes, and to invite and hear any person of their own choosing. Such activities shall not disrupt the regular and essential operation of the university. Students and student organizations are responsible for following the policies and procedures related to these activities, copies of which are available in the Administrative Office.

### **C. Student Participation in Institutional Government**

Students have the right to express their views by lawful procedures on issues of institutional policy and on matters of general interest to the student body, and to participate in the formulation and application of institutional policy affecting academic and student affairs. Student government, the Associated Students of Vitality University, is the primary vehicle for student participation in institutional government, and its role is explicitly stated in its constitution and by-laws, copies of which are available in the Administrative Office. Other opportunities for involvement in academic and student affairs areas may also be found in the Administrative Office. Having become involved in institutional governance, students are responsible for fulfilling the obligations they have undertaken.

## **STUDENT CONDUCT**

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The University's administration has the authority to take appropriate action through the Student Body Association or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms

possession anywhere on campus is STRICTLY PROHIBITED.

### *CODE OF CONDUCT*

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the University, at any school sponsored activity and, under certain circumstances, behavior in the outside community. At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community's best interests. All amendments of the standards must be approved by the Dean in conjunction with the Executive Council. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards and/or with the amendments prominently displayed in the campus newsletter.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Possession of alcoholic beverages on campus or at any school activities at any time
- Intoxication of the student
- No student will threaten another student, faculty, staff or administrator
- Falsification of University documents, records, or identification
- Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the University
- Cheating or compromising test materials
- Removal of library materials without permission
- Disruption of class or academic activities
- Usage of abusive language to another student, faculty, staff, or administrator
- Theft or damage of University property or fellow student's property
- Illegal intoxication with controlled substances physical assault for any reason except clear self-defense
- Vandalism of University property
- Conviction for a crime beyond normal traffic violations
- Aiding and/or abetting in any of the above situations
- Possession of firearms or illegal weapons as defined by state and federal guidelines
- Violation of any state policies or regulations governing student's relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to appeal the case to the grievance committee. Written notice of specific charges made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private. The accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Academic Dean, but on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

**Dismissal:**

Separation of the student from the University on a permanent basis.

**Suspension:**

Separation of the student from the University for a Specific Length of time.

**Probation:**

Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled.

Specific limitations and restrictions on the student's privileges may accompany probation. University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

A student who is dismissed may reapply for admission two terms after the dismissal.



## **PROBATION AND DISMISSAL POLICIES**

Vitality University has a responsibility to identify students who may be unlikely to earn degrees due to academic performance. Standardizing the eligibility criteria for academic probation and dismissal allows for greater understanding and consistent application of probation and dismissal policies. Students need to have clearly articulated processes for being placed on and removed from probation or dismissal.

### **Probation**

Students whose cumulative grade point average falls below the 3.0 minimum for courses within their degree program will be placed on probation. Students placed on probation must earn sufficient grade points, within their degree program, during their probationary term, to raise their cumulative grade point average to 3.0 within the next semester. Failure to raise the cumulative grade point average will result in dismissal.

### **Dismissal**

Students will be dismissed from the program and are not considered as having met graduation requirements for any of the following:

1. Receipt of a grade of C in two or more courses. Note: Although students may repeat a course in order to replace a C with a higher grade, receiving a second C prior to repeating the first C with a grade of B or higher will cause the student to be dismissed.
2. Receipt of a grade of F in any one course.
3. Failure to remove them from probation as described above.
4. Recommendation of the academic department, based on proven academic dishonesty or ethical or professional misconduct.
5. Students not completing the degree program within a eight-year period will be dismissed. The eight-year period begins with the student's first course.
6. Students may appeal a grade resulting in academic dismissal to the Academic Dean, who will convene a Campus Hearing Board to rule on the grade appeal. Only if the grade appeal is successful will the dismissal be reversed. The decision of the Campus Hearing Board is final. Students will receive a written summary of the outcome by the dean. Student appeals must be directed to the dean within fourteen days of the official posting of the grade, and the Campus Hearing Board must rule on the appeal within sixty days of receiving it, following the process outlined below.

## **Academic Dismissal Appeal**

Students may appeal the academic dismissal decision. Students must file a formal appeal with the Academic Dean.

## **STUDENT DISCIPLINARY POLICIES AND PROCEDURES**

### **A. Philosophy**

The Problem-Solving Team deals with student behaviors which constitute violations of this code. The Problem-Solving Team works together to suggest intervention strategies which are considered to be most appropriate and effective for eliminating specific negative student behaviors.

### **B. Process**

Incidents that come to the attention of the Problem-Solving Team may be addressed in one of the following ways:

1. No action.
2. Informal meetings with relevant university officials.
3. Initiate proceedings in the Office of the President for Academic and Student

Life.

Official proceedings in the president's office are conducted when it becomes apparent to the Problem-Solving Team that the initial and more informal forms of intervention with a student have been unsuccessful in positively modifying a student's behavior.

### **C. Investigation and Disposition of Complaints**

The following rules will govern the processing of alleged violations of the proscribed conduct listed in the Student Conduct Code, with one exception. Allegations of discrimination, including sexual harassment, will utilize a separate process in order to provide both parties their rights under the law and in accordance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Copies of the Discrimination Grievance Process are available in the Office of the President.

1. A complaint alleging misconduct against any student at the university may be filed by anyone at the Administrative Office. Students, faculty members, administrators, and other employees of the university shall have concurrent authority to request the commencement of the disciplinary proceedings provided for in this chapter. A person filing a complaint shall be complainant of record.

2. Any student charged in a complaint shall receive written notification from the president. Such notice shall:

a. Inform the student that a complaint has been filed alleging that the student violated specific provisions of the Student Conduct Code and the date of the violation(s).

b. Set forth those provisions allegedly violated.

c. Specify a time and date the student is required to meet with the president or designee.

d. Inform the student that failure to appear at the appointed time at the president's office may subject the student to suspension from the university.

3. When president meets with the student, the president shall:

a. Provide for the student a copy of the Student Conduct Code.

b. Review the alleged violation with the student.

c. Conduct an investigation into the alleged violation.

4. Upon completion of the review with the student and/or the investigation, the president may:

a. Drop the charges when they appear to be invalid, without substance or capricious.

b. Issue a verbal warning.

c. Apply any of the sanctions as outlined in Section IV if such sanction is warranted by the evidence.

d. Refer the case to the school board.

e. Invoke the summary suspension procedure as outlined in Section VII when deemed appropriate.

5. The president shall inform the student that only suspension and expulsion sanctions may be appealed to the Board, and that if an appeal is made, the president shall take no action nor make any determination, except for summary suspension, in the matter other than to inform the student of the time, date, and location of the proceeding by the Board

### **DISCIPLINARY SANCTIONS**

The following may be the sanctions imposed by the President for and school board.

#### **A. Warning**

Notice in writing that the student has violated university rules or regulations or has otherwise failed to meet the university's standard of conduct. Such warning will contain

the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

#### **B. Disciplinary Probation**

Formal action will specify the conditions under which a student may continue to be a student at the university, including limitation of specified activities, movement, or presence on the VU campus, including restricted access to any university building. The conditions specified may be in effect for a limited period or for the duration of the student's attendance at the university.

#### **C. Restitution**

An individual student may be required to make restitution for damage or loss to university or other property and for injury to persons. Failure to make restitution will result in suspension until payment is made.

#### **D. Suspension**

Dismissal from the university and from status as a student for a stated period. The notice suspending the student will state in writing the term of the suspension and any condition(s) that must be met before readmission is granted. The student so suspended must demonstrate that the conditions for readmission have been met. There is to be no refund of fees for the semester in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

#### **E. Deferred Suspension**

Notice of suspension from the university with the provision that the student may remain enrolled contingent on meeting a specified condition. Not meeting the contingency shall immediately invoke the suspension for the period and under the conditions originally imposed.

#### **F. Expulsion**

The surrender of all rights and privileges of membership in the university community and exclusion from the campus without any possibility for return.

#### **G. Forfeiture of Entitlements or Awards**

For the specific instance of hazing, forfeiture of any entitlement to state-funded grants, scholarships, or awards for a specified period.

### **DISCIPLINARY PROCEDURES**

Notices to a student required under disciplinary proceedings shall be hand-delivered or mailed by certified mail. Any student, faculty or staff member of Vitality University may present a written allegation to the Academic Dean that a student has been engaged in prohibited conduct, as soon as possible after the incident has occurred. The student will be notified of the allegation(s) within a reasonable time thereafter. The University will investigate the facts underlying the allegation. The investigation shall allow the student to present written and/or oral explanation of the facts and circumstances underlying the alleged conduct. All physical evidence, written statements, and notes of oral statements taken in an investigation shall be kept in a case file relevant to the matter.

If the Academic Dean does not believe that conduct constituting a violation of this code has occurred, the charge shall be dismissed. A written finding of this dismissal of charges shall be placed in the case files, with copies of the results delivered to the student accused in the allegation.

#### **FINDINGS, HEARINGS, AND APPEALS**

If the Academic Dean (AD) believes there has been a violation of the Code of Conduct, she/he will conduct an appropriate investigation.

If the AD decides the outcome is a minor violation, he/she will arrange a one-on-one meeting with the student to discuss these findings. Following this meeting, the AD may decide to impose any of the following sanctions: counseling, guidance, oral reprimand and/or written reprimand.

The AD will deliver the findings, in writing, to the student. If a violation is found and a sanction proposed by the AD, the student will have ten calendar days from receipt of the written finding to appeal the finding and sanction to the Administrative team. This appeal must be in writing. Appeals are limited to: a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

A meeting of the Administrative team (the University President, the Academic Dean, the Dean of Students and the Director of Administrative Affairs) will be arranged within ten calendar days of receipt of the written appeal. Student may attend this meeting but is not obligated to attend. The student may elect to be accompanied by an advisor of their choice, if the advisor is a member of the University community and does not act as legal

counsel.

The decision of the Administrative team regarding the appeal is final. The AD shall then record and file all results of both the preliminary and subsequent investigations in the student's academic records file.

More serious violations of the Code of Conduct may require a formal hearing, as determined by the Academic Dean. For the purposes of a formal hearing, the Administrative team consists of the University President, the Academic Dean, the Dean of Students and the Director of Administrative Affairs. The following procedure applies:

1. If the AD believes that a more serious sanction may be warranted, she/he will refer the case to the Administrative team for a formal hearing, and will submit all relevant documents and records. The AD will not be involved in the determination of any Administrative team sanction.
2. The student will be notified in writing of the hearing time and date, and the charges against him. The student has the right to examine the evidence against him/her prior to the hearing and to respond, in writing, to the allegations no less than ten calendar days prior to the hearing. The hearing shall be arranged by the AD. At the hearing, the Administrative team will review and consider all materials appropriately submitted by the AD and the student who has been charged. The Administrative team will deliberate and deliver their decision to the student within ten calendar days of completion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the case.
3. Following receipt of this decision, the student will have an additional ten calendar days in which to appeal sanctioned decisions arrived at by the Administrative team. This appeal must be directed to the University President. Such appeals must be in writing and presented to the President via certified mail postmarked within ten calendar days of receipt of the committee's decision. Appeals are limited to the following circumstances: a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

## **POLICY AND PROCEDURES OF STUDENT COMPLAINTS AND GRIEVANCE**

### **Introduction**

Consistent with its commitment to students first, Vitality University has adopted this policy to assist students, faculty and staff in the resolution of student concerns and complaints and grievance constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to make an appointment with the instructor or staff member who is directly involved with the concern. Usually the concern can be resolved satisfactorily through honest and open communication with the faculty or staff member. Meeting with the instructor or staff member should be the first step in resolving the concern.

However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following policy provides for a more formal process to be pursued.

Complaints made under this policy will be monitored and reviewed to enable the university to continually improve processes and services in support of student learning.

## **Policy**

### **A. Definitions**

In this policy:

**Complaint** is an allegation by a student that there has been, in an individual case, an arbitrary or discriminatory application of, or failure to act pursuant to, the policies of Vitality University in relation to students. The complaint should be a written statement submitted by a student about a matter that requires formal consideration and resolution by the university in the terms set out in this policy.

**Fair play** means the right to have a decision made by an unbiased decision maker who observes fair and impartial procedures.

### **B. Application and scope**

1) This policy applies to student complaints about any aspect of the teaching and learning process and the broad provision made by the university to support that process.

2) This policy may not be used:

a. where the complaint can be dealt with under: the Student Government Association Constitution, the Student Conduct Policy, the Grade Appeal Process or the general work of the Student Rights Committee, the Sexual Assault Policy, and the Sexual

Harassment Policy, or other general policies that provide a specific process for resolution of complaints.

b. to challenge the academic judgment of faculty.

3) No action will be taken on malicious or anonymous complaints.

4) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under this policy must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimization.

5) Students and staff involved in the consideration and resolution of concerns and complaints have various rights and responsibilities, which are outlined in the appendix to the policy.

### **C. Informal resolution of concerns**

1) Before making formal written complaints, students are encouraged to seek resolution to any concerns by raising and discussing them informally with the relevant faculty or staff member who is most directly associated with the matter. Usually the concern can be resolved satisfactorily through honest and open communication with the faculty or staff member.

2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.

3) If the concern has not been addressed satisfactorily by meeting with the faculty or staff member, the student should bring the concern to the Director of Student Affairs, S/he will often be able to resolve the concern satisfactorily.

4) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Director of Student Affairs.

### **D. Formal complaint procedure**

1) If after visiting with the staff or faculty member and the Director of student Affairs it has not been possible to resolve the concern informally, a student may make a formal complaint.



- 2) A student who wishes to make a formal complaint must submit it in writing on the prescribed form, to the Academic Dean who is responsible for the action or matter that has given rise to the complaint.
- 3) The written complaint must be submitted within one month after the occurrence of the action or matter that has given rise to the complaint, unless the Academic Dean agrees to receive it beyond this time frame.
- 5) If a complaint involves the Academic Dean, it should be directed to the President.
- 6) The Academic Dean or the President who receives a student complaint must acknowledge it in writing within three working days. He or she must also lodge the complaint in the relevant division and must maintain a file of all documentation in relation to the consideration of the complaint.
- 7) The Academic Dean or Director of Student Affairs must ensure that any staff member named in the complaint receives a copy as soon as practical.
- 8) The Academic Dean or Director of Student Affairs must consider the complaint in accordance with the principles of fair play, and must ensure that all parties to the complaint are accorded the full benefit of those principles.
- 9) The process may include meetings with relevant staff and/or the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a peer support person.

### **E. Resolution of complaints**

- 1) The Academic Dean or Director of Student Affairs must make a decision in relation to the complaint and must communicate his or her decision to the parties, in writing, within 28 days of receiving the complaint.
- 2) If the complaint involves a university policy or procedure and if, in the opinion of the Academic Dean or Director of Student Affairs, the complaint has substance, Academic Dean or Director of Student Affairs must arrange for the relevant policy or procedure to be reviewed, with a view to preventing a recurrence and ensuring continued improvement.
- 3) If the resolution of the complaint involves potential disciplinary action for an employee, the Academic Dean or Director of Student Affairs must follow the appropriate procedures outlined in the Faculty Handbook. If the Academic Dean or Director of

Student Affairs does not have authority over the employee, then they may forward a recommendation for disciplinary action to the President

## **F. Appeals**

- 1) Any party to a student complaint who is dissatisfied with a decision by the Academic Dean or Director of Student Affairs under this policy may appeal to the President for the area most directly related to the complaint.
- 2) The appeal must be submitted in writing within two weeks of the letter communicating the decision.
- 3) The President will consider the relevant documentation and may, at his or her discretion, consult the Academic Dean or Director of Student Affairs who made the decision. The President may also interview any parties to the complaint.
- 4) If he or she determines that the complaint process has been conducted in accordance with this policy and the outcome is appropriate, the President may dismiss the appeal. Otherwise, he will decide the appeal in consultation with the Academic Dean or Director of Student Affairs and any other parties. Subject to subsections (6) and (7), the decision of the President under this section is final.
- 5) The President will communicate his or her appeal decision in writing to the parties.
- 6) The President will also inform any staff members who are dissatisfied with a student complaint process.
- 7) If the original complaint was addressed to the President under section 4(4), any appeal must be made to the President. That appeal will be considered and decided, in accordance with appeal processes consistent with those set out in this policy, by the President or a nominee of the President.

## **G. Confidentiality**

All students' related information will be considered confidential and protected under FERPA (Family Educational Rights & Privacy Act). Records relating to employees and other records that do not include student information are not confidential.

## **H. Report to the Student Complaint Log**

All employees who receive a complaint must submit a report to the Student Complaint Log, including an overview of the student complaint and decisions made regarding the

complaint. Complaint logs are located in the Academic/Administrative Office.

## **1. Rights and Responsibilities of Parties to a Student Complaint**

Parties to a student complaint have the right to

1. be treated with courtesy at all times
2. a fair and timely investigation process
3. express their points of view without fear of recrimination
4. receive full information at all stages of the complaint process
5. be advised in writing of all decisions made in relation to the complaint
6. appeal the outcome as outlined in this policy

Parties to a student complaint have a responsibility to

1. treat all parties with courtesy at all times
2. respect the points of view of others
3. respect the rights of all parties to the complaint with respect to confidentiality
4. in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaint Policy
5. provide full and accurate information to the person investigating the complaint
6. not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

If students who have complaints or feel aggrieved do not satisfied with the final decision made by the President or a nominee of the President may file a complaint about this institution to:

The Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which is available on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov). Bureau for Private Postsecondary Education (BPPE) is at 2535 Capitol Oak Drive Suite 400, Sacramento, CA 95833. Internet website address is [www.bppe.ca.gov](http://www.bppe.ca.gov). Telephone: (916) 431-6959, Fax number: (916) 263-1897.

## **STUDENT'S RIGHT-TO-KNOW DISCLOSURE**

The student Right-to-Know Act requires schools disclose the completion or graduation rates for a specific cohort of the general student body as determined by the school.

This cohort is made up of degree-seeking, full-time, first-time graduate students. Since the rate of graduation changes from one semester to another, please visit the Administrative Office for the information, if you are interested.

VU maintains fair and reasonable practices in all matters affecting students such as the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic principles of the codes of ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

### **RIGHT TO APPEAL**

The purpose of appeal procedures is to provide a system that will represent “fairness and the absence of arbitrariness.” With the intent of assuring fairness and objectivity, the University has created and implemented procedures for appeals by students. The University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond student control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration. If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

### **RIGHT TO FILE A COMPLAINT POLICY**

In case a student, the parent of a student, or any other individual has a complaint that an official of the University is violating FERPA, and the complaint cannot be satisfactorily resolved within the University, that person has the right to file a complaint with the Department of Education by contacting:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave., S.W.  
Washington, D.C. 20202-5920 (202) 260-3887

### **For Resolution of Discrimination and Sexual Harassment Complaints**

Any applicant for admission, enrolled student, applicant for employment, or employee of Vitality University who believes she/he has been discriminated against (on the basis of such things as race, gender, disability, sexual orientation, or age) or who believes s/he is a victim of sexual harassment may lodge a formal institutional grievance according to the following procedure:

**Step 1: Informal Meeting** -- To informally resolve the concern, the complainant may request a meeting with the individual believed to have committed the discriminatory or sexual harassment act **or** with the appropriate supervisor, as determined by the University administration office. The time for informal resolution of concerns shall not exceed thirty days from the time the concern is lodged.

**Step 2: Official Hearing** -- If not satisfied by the results of the informal meeting or if the informal meeting has been waived, the complainant may request in writing a meeting with the Academic Dean.

Academic dishonesty or acts of student conduct that violate University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the University. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that is unfavorable.

- a. The request for an official hearing must be made in writing and set forth the specific grievance raised by the complainant.
- b. Within thirty calendar days of receiving the written request, the appropriate officer (identified in Step 2) shall arrange a meeting to hear the complaint. It shall be at the discretion of the complainant to determine whether the person to whom the complaint has been directed shall meet with the complainant and officer separately or in a single meeting. If the complainant requests a single meeting, the meeting shall be attended by the complainant, the person to whom the complaint is directed, and the officer, who shall chair the meeting.
- c. Following the hearing and within thirty calendar days of receiving the written request, the officer will report his/her findings in writing to both the complainant and the person to whom the complaint has been directed.

**Step 3: Presidential Appeal** -- If the complaint is not resolved as a result of the hearing conducted by the officer in Step 2, either the complainant or the person to whom the complaint has been directed may request an appeal to the university president.

- a. The request must be made in writing within ten days after receipt of the written result of the official hearing.
- b. Within fifteen days after receiving the request, the college president or the president's designee will conduct the presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.
- c. Attendance at the presidential appeal hearing shall be limited to the college president or his/her designee, the officer who conducted the formal hearing, the complainant, and the person to whom the complaint is directed, unless otherwise mutually agreed by the parties. The college president or his/her designee shall preside.
- d. Either the complainant or the person to whom the complaint is directed may call witnesses, at the direction of the person presiding.
- e. The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

If desired, inquiries or appeals beyond the institutional level may be directed to:

Regional Civil Rights Director  
Office for Civil Rights, Region IX  
U.S. Department of Education  
221 Main Street, 10th Floor  
San Francisco, California 94105  
(415) 227-8020 TTY(415) 227-8124

### **For Resolution of Academic Complaints**

- Step 1. Students with concerns about academics must first submit their concerns directly to the instructor or officer involved.
- Step 2. If there is no satisfactory resolution, the complaint should then be filed in writing to the Academic Dean, who will act as mediator to resolve the grievance.
- Step 3. If a satisfactory resolution cannot be obtained, then, the student may submit an additional written request citing the specific issues. Within in 1 week, the dean will convene a Grievance Committee hearing. The VU Grievance Committee will consist of two administrative, one faculty, and one student representative with

the Dean serving as the chair. The committee will hear the matter and make a decision within 5 working days of the hearing date.

Step 4. If the Grievance Committee's decision does not produce a satisfactory resolution, a formal appeal for review can be made to the office of the President. All decisions of the President are final. If the Grievance is about the President, the student's written appeal will go to the Board of directors for consideration

Step 5. If a student is not satisfied with the outcome, the student may contact the following agency:

Any questions or problem which have not been satisfactorily answered or resolved by the University may be directed to:

**Bureau for Private Postsecondary Education (BPPE)**

P.O. Box 980818 West Sacramento, CA 95798-0818

Physical Address:

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

**Notice to Students of Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing access to student education records. FERPA stipulates conditions for release of information from education records and affords students the opportunity to review and seek revision of those records. In addition, the federal law states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records. Vitality University (VU) accords all the rights provided by the law, and reserves for itself the right to use and release student education records under the conditions specified by the law.

**Education records**, as defined by FERPA, include admission, academic, financial aid, and placement records, and other information directly related to students, with the exception of records created by the university police for the purpose of law enforcement, student health records that are created and used solely in connection with the provision of health care, employment records that relate exclusively to individuals in their capacities as employees and alumni or other post-attendance records. FERPA

regulations apply only to records held for institutional use concerning students who enroll at the university; they do not govern records of applicants who are denied admission or who choose not to attend the university. Nor do they govern records kept by a university official that are the sole possession of the maker and that are normally revealed to anyone else except a temporary substitute (e.g., temporary reminder notes).

FERPA stipulates that institutions may not disclose personally identifiable information contained in education records without a student's written consent, except under conditions specified by FERPA. Information is considered personally identifiable if it contains a student's name or the name of family members, a student's local or family address, an identification number, or descriptions or data sufficient to identify an individual.

FERPA permits access to student education records for school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or other staff position (including those in law enforcement and health care); a person serving on the Board of Trustees; or an individual or organization with whom the university has contracted to serve as its agent or to provide services in support of its operations (examples include attorneys, auditors, collection agents, and the National Student Clearinghouse). Student employees, students serving on official committees, and students serving in other positions in which they assist a university employee in performing her or his official tasks are also considered school officials. A school official has a legitimate educational interest in a student education record if the official needs to review the record in order to fulfill her or his professional responsibilities or official tasks.

With certain exceptions allowed by the law and listed below, no persons outside the university shall have access to, nor will the institution disclose any information from, a student's education record without the written consent of the student. FERPA permits information to be released from education records without written consent of the student to the following officials and agencies:

- Officials of other institutions to which students are applying to enroll
- Persons or organizations providing financial aid



- Individuals and organizations charged with oversight of the university, or of federal or state programs in which the university participates
- Accrediting agencies
- Parents of any student under the age of 21, regardless of the student's dependency status, in cases where the student has violated laws or university rules governing alcohol or controlled substances
- Persons as directed by a judicial order or lawfully issued subpoena, provided the university makes a reasonable attempt to notify the student in advance of compliance (unless directed by judicial authorities not to disclose the existence of an order or subpoena)
- Any person where there is an articulable and significant threat to the health or safety of a student or other individuals
- The Immigration and Naturalization Service under the terms and provisions of immigration law
- An ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of any offense listed in United States Code (USC) 18-2332 or an act of domestic or international terrorism as defined in USC 18-2331.

With the exception of alcohol and drug violations VU does not release information from student education records to parents without the written consent of students.

FERPA permits the university to release information concerning violent crimes and non-forcible sex offenses (statutory rape or incest) committed by its students. Victims of alleged crimes of violence or non-forcible sex offense may be informed of the final results of university disciplinary hearings concerning the allegation. When a student is an alleged perpetrator of a violent crimes or a non-forcible sex offense and the university concludes with respect to that allegation that the student has violated university rules, the university may release to the public the name of the student, the offense committed, and the sanction the university imposes against the student.

At its discretion, Vitality University (VU) may publish or release **directory information** in accordance with the provisions of FERPA. Directory information includes student name, university and permanent home address and telephone number, a photograph, dates of attendance, class, major fields of study, previous institutions attended, awards and honors (including honor roll), degrees conferred (including dates), participation in

officially recognized sports and activities, and heights and weights of members of athletic teams.

By selecting the FERPA restriction to Directory Information on your student account, no information can be released regarding your student record. The FERPA restriction takes precedence over any "Release of Information" forms that you may have submitted. Therefore, if applicable, we will no longer be able to discuss your student records, including account information, with any family member that you may have previously indicated we can release information to.

**With the FERPA restriction in force, you must come in person with picture identification before VU office can release any information. If you call a VU office you will not be provided any information over the phone. VU employees will only be able to respond, "We do not have any information available".** In addition, if you make the VU honor roll, your name cannot be published on the web or in your hometown newspaper.

Students wishing to review their education records should submit a written request, clearly specifying the records of interest, to the official responsible for maintaining those records. The Administration office will assist in identifying the appropriate official. The responsible official will then make arrangements for the student to inspect the records within forty-five days of the request, and will notify the student of the time and place of inspection.

Students may have copies made of their records with certain exceptions (e.g., students may not have a copy of academic records for which a financial "hold" exists, or a transcript of an original or source document produced by another institution or by a person not employed by (VU). Copies will be made at the student's expense at prevailing rates, which are listed in the Administration office.

Students who believe the adjudications of their challenges were unfair, or not in keeping with the provisions of FERPA, may request the assistance of the Office of the President of Vitality University. Students who believe their FERPA rights have been violated may also file complaints with The Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605 (<http://www.ed.gov/offices/OM/fpco/>)

# UNIVERSITY POLICY AND PROCEDURES

## INTRODUCTION AND PURPOSE

The students of VU are responsible for complying with policies, standards, rules, and requirements for academic and social behavior formulated for the maintenance of an orderly and responsible functioning of the university community. Students enrolled at the university's campus are expected to uphold these standards both on and off campus. At the same time, students have protection through orderly procedures against arbitrary or capricious actions or decisions by university authorities. Due process is recognized as essential to the proper enforcement of university rules. The purpose of this document is to provide a procedure and rules by which a student will be afforded due process in the matter of alleged violations of university standards, rules, and requirements governing academic and social conduct of students.

The university recognizes a responsibility to resolve behavior problems before they escalate into serious problems requiring the application of these rules. Therefore, the president shall generally review and/or investigate student behavioral problems put forward by university community members, or which otherwise come to the attention of the president through the administrative office or other official university reports. The president and the Problem Solving Team shall be as proactive as possible concerning the resolution of student behavioral problems and use reasonable arbitration and conflict resolution methods in order to prevent such problems from further interfering with the university community or the student's own educational progress.

The president shall provide for due process for students throughout the behavioral problem-solving intervention by following the proper steps related to the initiation, investigation, and disposition of complaints against a student as outlined in Section III of this document.

Any student is subject to these rules, independent of any other status the individual may have with the university. Any action taken against a student under these rules shall be independent of other actions taken by virtue of another relationship with the university in addition to that of the student.

VU distinguishes its responsibility for student conduct from the controls imposed by the larger community beyond the university, and of which the university is a part. The university does not have the responsibilities of a parent for the conduct of students. When students are charged with violations of laws of the nation or state, or ordinances

of the county or city, the university will neither request nor agree to special consideration for students because of their status as students, but the university will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

VU reserves the right to impose the provisions of this policy and apply further sanctions before or after law enforcement agencies, courts, and other agencies have imposed penalties or otherwise disposed of a case.

### **RULES AND REGULATIONS FOR STUDENT CONDUCT**

A student shall be subject to disciplinary action or sanction upon violation of any of the following conduct proscriptions:

**A.** Disruptive and disorderly conduct which interferes with the rights and opportunities of other students to pursue their academic studies.

**B.** Academic dishonesty in all its forms including, but not limited to:

1. Cheating on tests;
2. Copying from another student's test paper;
3. Using materials during a test not authorized by the person giving the test;
4. Collaboration with any other person during a test without authority;
5. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered test;
6. Bribing any other person to obtain an un-administered test or information about an un-administered test;
7. Substitution for another student or permitting any other person to substitute for oneself to take a test;
8. Plagiarism, which means the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit;
9. Collusion, which means the unauthorized collaboration with any other person in preparing work offered for credit.

**C.** Filing a formal complaint with the Office of the President with the intention of falsely accusing another with having violated a provision of this code.

**D.** Furnishing false information to any university official, especially during the investigation of alleged violations of this code.

- E. Furnishing false information to the Student Conduct Council with the intent to deceive, the intimidation of witnesses, the destruction of evidence with the intent to deny its presentation to the Student Conduct Council or the president when properly notified to appear.
- F. Intentionally setting off a fire alarm or reporting a fire or other emergency or tampering with fire or emergency equipment except when done with the reasonable belief in the existence of a need therefore.
- G. Forgery, alteration, or misuse of university documents, records, or identification cards.
- H. Sexual assault in any form, including acquaintance rape and other forced and/or nonconsensual sexual activity.
- I. Actual or attempted physical/emotional abuse of any person or conduct which threatens or endangers the health and safety of any person or which intentionally or recklessly causes a reasonable apprehension of harm to any person.
- J. Harassment of any sort or any malicious act which causes harm to any person's physical or mental well-being.
- K. Recklessly engaging in conduct which creates a substantial risk of physical harm to another person.
- L. Creating noise in such a way as to interfere with university functions or using sound amplification equipment in a loud and raucous manner.
- M. Theft or malicious destruction, damage, or misuse of university property, private property of another member of the university community, whether occurring on or off campus; or theft or malicious destruction, damage or misuse on campus of property of a nonmember of the university community.
- N. Unauthorized seizure or occupation or unauthorized presence in any university building or facility.
- O. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities or programs whether occurring on or off campus or of activities or programs authorized or permitted by the university pursuant to the provisions of this document.
- P. Intentional participation in a demonstration that is in violation of rules and regulations governing demonstrations promulgated by the university pursuant to the provisions of this document.

Q. Unauthorized entry upon the property of the university or into a university facility or any portion thereof which has been reserved, restricted in use, or placed off limits; unauthorized presence in any university facility after closing hours; or unauthorized possession or use of a key to any university facility.

R. Possession or use on campus of any firearm, dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the university.

S. Possession, use, or distribution on campus of any controlled substance as defined by the laws of the United States or the state of California except as expressly permitted by law.

T. Violation of the university policy on alcoholic beverages which states:

1. Persons 21 years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms or apartments. California State law provides severe penalties for the possession or consumption of alcoholic beverages by persons under 21 years of age and for persons who furnish alcoholic beverages to minors. All university students should be aware of these laws and the possible consequences of violations

2. The university does not condone the consumption of alcoholic beverages by minors at functions sponsored by Vitality University organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington State law

3. The Student Conduct Council may place on probation any organization or prohibit a specific campus social function when the consumption of alcoholic beverages has become a problem of concern to the university

U. Conduct which violates the university policies on computer use.

V. Violation of clearly stated proscriptions in any published rule or regulation promulgated by any official campus committee, commission, or council acting within the scope of its authority.

W. Violation on or off campus of any city, county, state, or federal law while participating in any university-sponsored activity.

X. Conspiracy to engage in hazing or participation in hazing of another.

## **NON-DISCRIMINATION POLICY**

Vitality University does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. The policy applies to all students, faculty and staff for issues involving other employees, students, and/or third parties with contractual relationships with the college.

Vitality University is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in admission of students, education policies and other conditions of employment against any students, faculty and staff on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## **ACADEMIC POLICIES**

### **UNIT / CLOCK HOUR CONVERSION**

One unit is equivalent to 15 hours of didactic instruction. Students will receive one-unit credit for each 30 hours of clinical instruction.

### **FULL-TIME AND PART-TIME STUDENTS**

To be considered as a full-time student, a student must enroll for a minimum of 9 units per semester. A student may not enroll in more than 21 units in any semester without the prior approval of the academic dean. Students who enroll in 6 to 8 units per semester are considered as part-time students. All students must complete the program in no more than eight years.

### **REGISTRATION**

Registration for each semester starts two weeks prior to the end of each preceding semester. The dates and times of registration will be posted throughout the university on bulletin boards and in the Office of Admissions. A late fee of is charged when students who do not register by the posted registration deadline. Registration of new and continuing students will be by appointment.

All students who wish to register must complete the registration form available from the Office of Admissions.

### **ADDING OR DROPPING A COURSE**

Students may add or drop courses during the first two weeks of each semester until the business day on the following Sunday of the second week without incurring additional fees. When adding or dropping courses, students must fill out an Add/Drop Form (available in the Office of Admissions) and submit the completed form to the Registrar for processing.

After the "add/drop" period, classes that are dropped are considered withdrawals and will be recorded in the student's transcript as a grade of "W." Tuition will be charged according to the refund schedule. For example, classes dropped in the second week of the semester are subject to tuition in the amount of 20% of total tuition for each class for the entire semester. Tuition is refunded pro rata based on the number of weeks of class completed in the semester. Classes dropped from the seventh week through the end of the semester will be recorded as "WF" (Withdraw/Fail). All add and drops can be done electronically at VU. Although not a prerequisite for adding and dropping courses, students are encouraged to consult with the academic officer prior to adding or dropping classes to ensure satisfactory academic progress, course and graduation scheduling, etc.

### **CHALLENGE EXAMINATIONS**

Students may obtain credit for requisite course work that has been previously completed at an institution other than VU, by passing the relevant Challenge Examination for each challenged course, with the approval of the Academic Dean and/or academic officer. Challenge Examinations are subject to the following restrictions:

1. The student must take a separate examination for each course challenged.
2. The student must score 70% or better to pass.
3. All challenge examinations must be taken by the end of the second semester of enrollment.



4. All challenge examinations are subject to a charge of 50% of current tuition for that course.

## **ATTENDANCE POLICY**

Students are encouraged to attend all scheduled class sessions in order to achieve the best learning outcomes. Most class sessions last for three hours. Instructors are required to take accurate attendance for each class, and those students who miss more than three class sessions, or 20% of the lectures, will receive an F (fail) for the course. Students who are no more than 15 minutes late for the start of class will be considered tardy, three tardiness in any given class will be recorded as an absence in that class.

## **ABSENCES AND TARDINESS**

It is the policy of the University to automatically give any student who has missed more than three class sessions a grade of "F" for that particular class. Three marks of tardiness will count as one absence and result in a grade of "F".

Attendance is mandatory in the clinical internship. Students with excused absences may be allowed to perform make-up hours at the discretion of the Clinic Director. All student interns must verify attendance through daily timecards. Any intentional misrepresentation of clinic hours performed by an intern may subject the intern to disciplinary sanctions including but not limited to disqualification and ineligibility from receiving current or future scholarship awards.

Absences are considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing, and approved by the Academic Dean. There are no exceptions for this policy. Students are strongly required to attend all classes unless they have good reason to be absent. Roll is taken at the start of each class hour. Students are responsible for the consequences of any absences, whether excused or unexcused, and are therefore responsible to make up any work missed. Students are solely responsible for the required documentation of any excused absences.

Tardiness disrupts any learning environment and is strongly discouraged. Tardiness is defined as being up to 15 minutes late for the beginning of any class hour or leaving

class 15 minutes early. Three incidents of tardiness without legitimate reason for the same class will be considered an unexcused absence.

### **UNSATISFACTORY ATTENDANCE**

Students missing 20% of class hours in any class will have their course grade lowered by one letter. No student who has missed more than 20% of the scheduled classes will be allowed to take the final exam. Unsatisfactory attendance may lead to written notification of academic probation.

### **MAKE-UP WORK**

Make-up work may be required for any absence; however, hours of make-up work cannot be accepted as hours of class attendance. It is the student's responsibility to obtain make-up work assignments from their appropriate instructor.

### **LEAVE OF ABSENCE**

Students intending to take a leave of absence must complete and submit to the Registrar a Leave of Absence request form. This form includes the anticipated day the leave will start and the expected date of return. Students returning from extended leaves of absence may be subject to readmission requirements. International students must coordinate with the International Student Advisor to make sure they maintain their status.

### **REQUESTING A LEAVE OF ABSENCE, RULES AND FORM**

In accordance with both established University Regulations and Federal Title IV Student Financial Aid requirements, a student may request a leave of absence for the following reasons and lengths of time. A student who requests a Leave of Absence from the University and wishes to maintain his/her enrollment status may do so under the following conditions:

1. File a request for a Leave of Absence. The student must sign and date the form prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so. In such a case, the student is still obligated to communicate with the Academic Dean to provide the requisite information regarding the Leave of Absence.

2. Receive approval for the leave of Absence request by the Registrar or by the International Student Advisor (if F-1 visa student).

### **READMISSION OF MILITARY PERSONNEL AND VETERANS**

A student who has to take a Leave of Absence because of active duty service for more than 30 days is entitled to readmission, with the same academic status, if all of the following criteria exist:

- Advance notice is provided
- The cumulative absence is no longer than five years
- The University is notified of the intent to re-enroll within three years, or two years after the end of recovery from injury
- The student was not dishonorably discharged

### **EXAMINATIONS**

Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Students must take and pass each Clinic Level Entrance Examination, among other requirements including Equipment Safety, Clean Needle Technique (CNT), and Cardio-Pulmonary Resuscitation (CPR) and First Aid certifications, before being admitted to each clinical internship level. Students will be tested at various stages of their clinical internship experience to evaluate their progress, competencies, and skills, including Internship Level Examinations before moving on to each of the last two of the three Clinical Internship levels. For further details on the Clinical Internship, please see Course Descriptions, and Oriental Medical Center, below.

### **PRE-CLINIC COMPREHENSIVE EXAM**

All students are required to take the pre-clinic comprehensive exam that is designed to evaluate their readiness to begin the clinical Practice. This exam must be passed with marks of 70% or higher for the student to be eligible to begin the clinical Practice. The fee for the Pre-clinic Comprehensive Exam is \$100. Students who fail this exam may re-take it.

## COMPREHENSIVE GRADUATION EXAM

All students must pass a Comprehensive Graduation Examination (CGE) with a score of 70% or higher. Students may sit for the CGE after they complete all the required didactic courses, and have successfully achieved the graduation requirements, and have successfully completed Phase III the clinical practice. Students who fail the Comprehensive Graduation Examination may re-take it. The CGE will be given every semester based on students' need, and students may take the CGE a total of three times, if necessary. CGE is designed to evaluate a student's academic standing for graduation and to confirm the student's readiness for the California State Licensure examination and the national certification.

## GRADING POLICY

Below are some considerations for certain grades, grading options, and notations that are a part of the general University Grading System. The general University grading system is applicable to all classes at VU Student performance in our courses is evaluated per the following scale:

**W** is given to those students who withdraw from a course after the Add/Drop period, but before the 7th week of class. *No academic penalty is attached to a grade of "W".*

	Letter Grade	GPA	Numeric Value
Superior	A	4.0	94 – 100
	A-	3.7	90 – 93
Above Average	B+	3.3	87 – 89
	B	3.0	83 – 86
	B-	2.7	80 – 82
Satisfactory	C+	2.3	77 – 79
	C	2.0	73 – 76
	C-	1.7	70 – 72
Less than adequate	D+	1.3	67 – 69
	D	1.0	63 – 66
	D-	0.7	60 – 62
Failure	F	0.0	0 – 59

Incomplete	I		
Audit	AU		
Withdraw	W		

**WF** is given to those students who withdraw from a course from the seventh week forward. A "WF" grade is computed into the student's CGPA.

**I (Incomplete)** is given to those who fail to complete all the requirements of the course, because of prolonged illness or because of some other serious circumstance beyond the students control. A fee must be paid by the student and an Incomplete Form must be completed by the student and the instructor and returned to the Registrar. All course requirements must be completed by the end of the following semester, or the "I" grade will automatically change to a grade of "F".

### PASS/FAIL GRADE POLICY

All required courses must be taken for a letter grade, except for the following, which may be taken Pass/Fail: Qi Gong, Tai Chi, Tui-Na, and Ethics. Electives that are taken in addition to required courses may be taken P/F.

### WITHDRAWAL FROM THE UNIVERSITY

A student who fails to register for two (2) consecutive semesters without the Academic Dean's approval will be considered as withdrawn from the University. Such students must apply for re-admission if they wish to complete their program of study at VU and pay ALL the associated fees. Nonattendance of classes or stopping a check for payment does not constitute withdrawal from the University. Notification must be in writing. Students who withdraw from the University, or discontinue their studies without filing a Withdrawal form shall receive a grade of "F" in each course not completed. The following must take place for any student to officially withdraw from the University:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing a Withdrawal Notice form.
2. Clear all outstanding debt with the University.
3. Return all books, materials or equipment owned by the University.

## **STANDARDS FOR STUDENT ACHIEVEMENT.**

In order to remain in good standing in the DAcCHM program of Vitality University, students must meet the following requirements.

1. Maintain cumulative grade point average (GPA) of 3.0 or higher.
2. Earn a grade of 3.0 or higher in each TCM core course. Please note TCM core courses must be taken sequence.
3. Maintain student status via enrollment or approved on-leave status.

## **GRADUATION/COMPLETION REQUIREMENTS**

All graduate candidates must satisfy all graduation requirements that are in effect at the time of their admission to the University unless compliance to new rules or requirements imposed by a regulating agency is required.

The following requirements apply to all graduate candidates:

- File a Notice of Candidacy for Graduation during the final term before graduation
- Clear all financial obligations, including mandatory graduation fees
- Return all library loaned materials to VU
- A grade of C or better for all required classes and clinic course works.
- A GPA of 3.0 or better
- Pass the graduation exam

## **INDEPENDENT STUDY**

The Academic Dean may permit students to complete course requirements by means of Independent Study if a course is needed to graduate in a timely manner and that course is not offered during the last semester for which the student is planned to graduate. Independent Study requires approval by the Academic Dean and only students with a GPA of 3.0 can apply for this privilege. Independent Study is only allowed for a maximum of two (2) courses. Units for Independent Study are awarded based on forty-five (45) hours per unit of study time. A student on Independent Study must regularly meet with the assigned faculty for assessment of learning and to take appropriate quizzes or exams. A student seeking Independent Study must submit an Independent Study Request Form and must meet all applicable regulations or restrictions as published in the Student Handbook and pay the appropriate fees.

## **ACADEMIC PROGRESS POLICY**

Students must maintain satisfactory academic progress (SAP). SAP for all students requires that students must successfully complete 70% of the units they attempt in each consecutive two semesters with a minimum GPA of 2.5 to maintain their satisfactory academic progress. Students not meeting this requirement are placed on "academic probation." For a student to maintain their SAP, they must successfully come off of academic probation within two semesters. Students not meeting this requirement must meet with the Academic Dean. The student must present strong reasons that contributed to their poor progress or they will be dropped from the program. Students that are dropped from the programs will not receive any refunds. Part-time students must complete the DAcCHM no more than seven years to maintain SAP.

## **POLICY ON FINISHING INCOMPLETE DIDACTIC COURSES**

If didactic coursework has not been completed due to illness, family emergency, unsatisfactory attendance or other event determined by the course instructor to constitute an excusable should retake the course when offered next time. If the student fails to do so without sound reasons, the "I" grade will be converted to an "AW," Administrative Withdrawal. Students who are withdrawn from courses by the administration will be required to register for, pay for and take the course again to receive a valid grade.

The grade average required for satisfactory completion of a course is a passing grade of 70. Students will receive formal grade reports at the end of each semester.

The student's request for an appeal of a grade should be sent to the Academic Officer, who will forward a copy to the instructor. The Academic Officer will arrange a conference with the instructor and the student to discuss the assessment of the final grade. A student who is not satisfied with the outcome may proceed to the Grievance Procedure outlined later in this catalog.

Disputes regarding clinic hours must be discussed with the registrar within 30 days of the posting of the clinic hours. A student who is not satisfied with the outcome may proceed to the Grievance Procedure outlined later in this catalog.

## AUDIT POLICY

Currently enrolled VU students may register to audit a course when they have taken and passed the course before they are seeking to audit. All audits are subject to availability and must be approved by the Academic/Administration Office. Availability is limited since credit-earning students are a priority. Auditing students cannot take up the time of the instructor or distract credit-earning students from their education. Students auditing classes must abide by all the pertinent rules and regulations such as rules on attendance, academic policies, etc. Students will not be able to take mid-term and final examinations. Failure to abide by the relevant rules will be deemed student misconduct.

## TRANSCRIPT

Upon written request, official copies of student academic records will be forwarded to either the student or to a designated addressee. Unofficial copies of student academic transcripts will only be provided to the student, unless exceptional circumstances warrant otherwise. Requests for academic transcripts may be obtained at the VU Administrative Office. Processing of academic transcript requests will be withheld if the student has failed to submit required documents or other items, or has an unpaid balance of fees or other charges owed to the University.

## TEACHING CLINIC

Clinical training is one of the important procedures of study in the University. VU has the particular teaching procedures and teaching models:

- 1) Enlightening teaching can help to develop students' correct TCM thinking instead of imitating;
- 2) Special needing skills not found in the traditional textbooks are taught in clinical training.
- 3) Special classical and experienced formulae sharing are introduced in clinical training.

### **Internship Phases**

150 hours	Clinic Observation
300 hours	Diagnosis and Evaluation



510 hours	Supervised Practice
130 hours	Advance Practice

### **CLINIC REQUIREMENTS**

An approved course in cardio-pulmonary resuscitation (CPR) is required prior to the entry-level clinical training. A health examination certificate, a recent (within 12 prior months) tuberculosis (TB) test or chest x-ray are also required before enrolling in the Clinic training courses. Further inquiries on entrance requirements for the Teaching Clinic should be directed to the office of Academics Affairs.

### **MALPRACTICE INSURANCE**

VU provides the malpractice insurance coverage with American Acupuncture Council for all students.

### **HARASSMENT PREVENTION POLICY**

The University is committed to providing a learning environment free of any form of harassment. University policy prohibits sexual harassment and harassment or discrimination because of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, age, gender or any other basis protected by federal, state or local law, ordinance or regulation. All such behavior is unlawful. Our harassment prevention policy applies to all students as well as all persons involved in University operations and prohibits unlawful harassment by any member of the University community, as well as by or of any person doing business with or for the University, including subcontractors, suppliers, patients, and volunteers.

Prohibited unlawful harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory and/or sexually-oriented gestures, posters, photography, cartoons, drawings, e-mail and faxes

- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis
- Threats and demands to submit to sexual requests as a condition of continued enrollment, or to avoid some other loss, and offers of any benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment.

If a student believes that he/she has been unlawfully harassed or discriminated against, he/she must provide a written complaint to the Academic Dean or other University official as soon as possible after the incident. The student's written complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The University will strive to protect the student's privacy. However, confidentiality cannot be guaranteed and the University reserves the right to use information disclosed in the complaint to investigate the situation.

Upon receipt of a complaint, the University will undertake a thorough, objective and good-faith investigation of the harassment allegations. If the University determines that harassment or discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member of the community determined by the University to be responsible for harassment, discrimination, or retaliation will be subject to appropriate disciplinary action, up to and including termination or expulsion. Failure to comply with a University investigation will also result in discipline, up to and including termination or expulsion.

Students will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation. Further, the University will not tolerate or permit retaliation by any member of the University community against any complainant or anyone assisting in a harassment or discrimination investigation. The University encourages all members of the community to report any incidents of harassment or discrimination forbidden by this policy immediately so the complaints can be quickly and fairly resolved. Students should be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation. If a student thinks that he/she has been harassed or has been retaliated against for resisting or complaining, he/she may file a complaint with the appropriate agency.

## **DISABILITIES POLICY**

Vitality University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Vitality University facilitates access to university programs, activities, and services for students with disabilities.

Utilizing documentation of disability and information obtained in consultation with the student, VU staff assesses the effects of a student's disability on his/her ability to access the educational process and identifies reasonable academic adjustments. In addition, VU works to sensitize university faculty and staff to the needs of students with disabilities and helps students obtain the materials, equipment, and assistance necessary to successfully pursue their education.

## **SEXUAL HARASSMENT POLICY**

Vitality University strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment is considered unprofessional conduct by employees and students and is unacceptable behavior. It will not be tolerated. Vitality University is committed to an employment and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the University. Sexual harassment violates Vitality University policies as well as local, state, and federal law. It is a violation of University policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment. Any person violating University policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense.

### **General Definition of Sexual Harassment**

Sexual harassment is an unwelcome sexual advance, request for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join Vitality University. When an individual is in a position to influence the education, employment, or participation in a school activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made, either explicitly or implicitly as a term or

condition of a person's status in a program for academic, employment, or admission decision.

2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions, or

3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive, and offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.

4. Sexual harassment is not limited to action by a supervisor or instructor but can include conduct by a co-worker or student.

### **DRUG, ALCOHOL AND SMOKING POLICIES**

Conforming to federal law, Vitality University does not permit the use of alcoholic beverages on campus and does not tolerate the use of illegal substances on campus. Vitality University does recognize that occasionally a student may need help in these areas. Students or employees who need help are encouraged to speak to the academic dean, clinic director or other trusted staff member for referral to an appropriate counseling source. Area counseling and referral services are listed in the "Drug Free Campus Policy and Procedures" published for all students and employees.

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically, all members of the University community which includes administration, faculty, staff, students, and guests, must abstain from the consumption of alcohol, narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy may lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential advisement from the Student and Alumni Services Coordinator for referrals to agencies providing assistance with alcohol or drug related problems.

It is the policy of VU that smoking is prohibited in all University facilities. At the

discretion of the administration, an outside area may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke. Violation of the smoking policy may result in suspension or termination of academic status or employment.

### **CAMPUS SECURITY**

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the University makes available to current students, prospective students, employees, and prospective employees, information about campus safety policies and procedures and statistics concerning whether certain crimes took place on campus. The latest report will be posted on the campus bulletin board, and is available upon request by contacting the Student and Alumni Services Coordinator or by writing to the administrative office.

Any incidence is a cause of concern to the University. Therefore, students, faculty, and staff are encouraged to report any crimes or suspected crimes to the Director of Administrative Affairs who will immediately notify appropriate local law enforcement agency. In the absence of the Director of Administrative Affairs and other officials, the individual should directly notify the local law enforcement agency.

### **UNIVERSITY CATALOG**

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program the student is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies, procedures, requirements, and deadlines will rest with the student. A student is expected to satisfy the requirements of the catalog in effect at the time the student is admitted to the University and begins course work in a degree program. However, a student may elect to graduate under the catalog in force at the time of graduation provided the student complies with all requirements of the later catalog.

### **POLICY CONCERNING APPROPRIATE ATTIRE**

All students entering the University to attend class, study, work, or visit are asked to be mindful of the professional environment of this medical institution. Students are

expected to dress and act respectfully of patients, visitors, employees, and other students in the building. All students must wear shoes at all times, unless otherwise instructed by their professor for educational purposes. Inappropriate, excessively revealing, intentionally provocative, or excessively casual (e.g., bathing attire, pajamas, etc.) clothing is not considered acceptable.

Students working in, or conducting their internship at VU Clinic must fully comply with the guidelines established in the Clinic Handbook (received by all students working or practicing inside the Clinic).

### **ACADEMIC PROBATION AND DISMISSAL**

It is expected that students maintain good academic standing with a minimum grade point average (GPA) of 2.3 each semester. GPA falls below 2.3 will lead to academic probation for a period of two semesters. The students' GPA must be maintained at 2.3 or higher during the probationary period. Probationary status will be removed and students will be considered to be in good academic standing after satisfactory probation period ends. Students who do not clear probation may be dismissed from the university. An academic notice will be given if a student fails a course twice. VU may dismiss students who failed on his/her third attempt in securing a passing grade of such a course.

All students on academic probation will have to consult with the Academic Dean to determine their course load. Students on academic probation are advised to meet with the Academic Dean for academic counseling to avoid automatic dismissal.

### **STUDENT RECORDS**

Vitality University recognizes and acts in full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (FERPA) (the Buckley Amendment). Students may have access to all records about them maintained by the University except for those considered confidential under the Act. Students wishing to review records or to appeal for a change in those records should contact the Academic Dean. The University, at its discretion, may release certain information classified as directory information unless a student indicates that such information should not be released. Requests to withhold this information from the general public must be made in writing and submitted to the Registrar.

VU will maintain records of the name, address, email address, and telephone number of

each enrolled student, degree or certificate granted to be directory information under FERPA and, as such, may be disclosed, without consent, to a third party upon request. Student transcripts and degree or certificate are maintained indefinitely and all other maintained for 5 years. VU will maintain permanent record of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

### **CONFIDENTIALITY OF RECORDS**

The confidentiality of student and patient records is protected by law. Information contained in a student or patient file may not be released to a third party without written permission of the student or patient, subject to the Family Rights and Education Act of 1974. This written permission must be a part of the file. Student interns and student employees may sometimes have access to confidential information regarding the University, its patients, suppliers, and fellow students. It is the student's responsibility to not reveal or divulge any such information unless instructed to do so by a member of the Administration. A student may be expelled for a breach of confidentiality and legal action may be taken by the University.

### **PROTECTION AGAINST IMPROPER DISCLOSURE**

1. Information. About student's views, beliefs, and political associations which University employees acquire privately in the course of their work as instructors, advisors, and counselors shall be considered confidential. Since improper disclosure of this information could have a damaging effect to the environment of free inquiry and expression necessary to quality higher education, protection against improper disclosure of confidential information regarding students is a professional obligation of faculty members and administrative staff.
2. Student records. Records will be released only under legal compulsion or the written request of the student involved. If records are subpoenaed, the student shall receive the same information and the name of the subpoenaing agency.
3. Information from student educational records will be considered confidential in accordance with the Family Educational Rights and Privacy Act.

4. When a student has been found responsible for a violation of University standards through Judicial Affairs, a disciplinary record (separate from the student's academic record) will be maintained in a confidential file in the Administrative Office for a minimum of seven years. If a student is suspended or expelled from the University, the file shall be kept permanently. Probation and suspension are noted on the student's academic record during the term of the probation or suspension. A permanent notation will be made on the student's academic record if he or she is expelled from the University. If a student is found not responsible, all files will be purged. Disciplinary records are considered education records under the Family Educational Rights and Privacy Act and as such can only be released in accordance with those regulations.

Note: All admission documents submitted by students become the property of the University. Students should monitor in a timely manner, his/her own progress toward graduation and to take all appropriate required courses each semester.

## **DOCTOR OF ACUPUNCTURE WITH A CHINESE HERBAL MEDICINE SPECIALIZATION PROGRAM**

### **THE TITLE OF THE DOCTORAL DEGREE PROGRAM**

Currently, Vitality University (VU) has one degree program, Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM).

### **PURPOSE OF THE PROGRAM**

The purpose of VU's Doctor of Acupuncture with a Chinese Herbal Medicine Specialization program (DAcCHM) is to cultivate students to become qualified healers, teachers and researchers in the field of acupuncture and Chinese herbal medicine.

### **EDUCATIONAL OBJECTIVES/GOALS OF THE PROGRAM**

The educational objectives/goals of VU'S Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) are:



- To master the Oriental medical theory, diagnosis and treatment techniques in acupuncture, and related studies.
- To master the required knowledge in AOM-related herbal studies.
- To master the required knowledge in biomedical clinical sciences.
- To master the required knowledge in counseling, communication, ethics, and practice management.
- To master the required knowledge and skills in conducting research project.
- To exercise appropriate clinical judgment about patient assessment, diagnosis and decisions respecting therapeutic modalities, and prognosis.
- To meet the requirements of the California Board of Acupuncture and the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM) including the ability to pass the State and national acupuncture and herbal certification examinations.

### **LEARNING OUTCOMES OF THE PROGRAM**

The learning outcomes of VU'S Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) are:

- To be able to collect thorough patient data through patient inquiry; visual and olfactory observation, and palpation to make an accurate diagnosis.
- To be able to formulate a diagnosis by identifying nature of the dysfunction, according to TCM theories of: Yin-Yang, Channel, Five Phases, Organ, and Triple Warmer.
- To be able to determine an effective treatment strategy based on the diagnosis and the biomedical clinical process including history taking, laboratory and diagnostic tests and procedures, as well as biomedical physical examination findings, pharmacological concepts, human anatomy and physiological processes.
- To be able to select the appropriate treatment modalities including acupuncture, herbs, oriental manual therapy, exercise, and biomedical considerations.
- To be able to plan and execute an herbal treatment including effective strategies for herbal formulation, composition, preparation, and biomedical interaction consistent with
- To be able to assess the effectiveness of the treatment strategy and execution by re-examination and modification, if required, based upon that assessment.

- To be able to conduct research project in the field of Acupuncture and Oriental Medicine independently.
- To be able to comply with established professional best practices in Oriental Medicine including: responsible record keeping and patient confidentiality; ethical prescribing and selling herbs; consultation and referral with appropriate biomedical or allied health practitioners; recognition of emergency care situations; and continued cultivation of compassion.

### **DESCRIPTION OF THE DOCTORAL DEGREE PROGRAM**

The establishment of VU'S program of Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) at Vitality University is aligned with the University's mission "To improve the quality of lives by educating and inspiring skilled, compassionate, and dedicated practitioners and leaders in TCM education, practice, and research."

The program of DAcCHM consists of 2,415 didactic clock-hours (161 semester units) of academic course work and 1090 clock-hours (36.3 semester credits) of clinical internship at the University's Intern Clinic totaling 3,505 clock-hours (197.3 semester credits).

One unit is earned by performing one hour of in-class work per one semester. For didactic courses: an additional two hours of out of class preparation are required for each hour of lecture/one unit of credit. For clinical courses, one unit is earned by performing three hours of clinical training per one semester.

Assessment instruments in curriculum courses may include written and/or practical quizzes, exams, midterms and/or final examinations, presentations, case studies, and/or written research papers. Students must receive a passing score on each phase of clinical comprehensive examination in order to advance to the next phase in clinical internship. Graduation requirements include successful completion of the doctoral research project and doctoral dissertation.

The entire program is conducted in residence at the university's instructional facility and Intern Clinic. The program takes a minimum of 4 academic years to complete, may be completed in a maximum of eight calendar years. There are 40 instructional weeks per calendar year, which is divided into 2 semesters or 160 instructional weeks in total.

Course work of VU's DAcCHM program includes studies in Oriental medicine theory, acupuncture, herbology & herbal formulas, Western medicine & science, TuiNa, and

practice management & ethical practices, and clinical internship. More specifically, VU's academic program consists of the following:

1. be at least four (4) academic years in length
2. be a minimum of 199.3 semester credits of instruction, including at least:
  - 1065 clock hours of instruction in Oriental medical theory, diagnosis and treatment techniques in acupuncture, and related studies.
  - 510 clock hours of instruction in didactic AOM-related herbal studies.
  - 1,090 clock hours of instruction in integrated acupuncture and herbal clinical training, comprised of at least 150 hours in clinical observation and 940 clock hours of instruction in clinical internship.
  - 615 clock hours of instruction in biomedical clinical sciences.
  - 180 clock hours of instruction in counseling, communication, ethics, and practice management.
  - 45 clock hours of instruction in research methodology and research project.

## **ADMISSION POLICIES**

Validity University offers admissions to those applicants who have the highest potential for Acupuncture and Oriental medicine (AOM) study and who, with the benefit of AOM education, are most likely to contribute substantially to society and to their academic or professional fields through professional practice.

Because the academic and professional community benefits from a diverse membership, and because the educational experience is enhanced by a diverse student body, the university views as a high priority the enrollment of men and women from different social and economic backgrounds and from different cultural and demographic groups. Successful efforts at overcoming socio-economic, educational, or physical disadvantages are viewed, in combination with other factors, as indicators of future performance.

Admission decisions are based on the quality of the applicant's education background, the statement of purpose, letters of recommendation, preparation in the proposed field of study, and the fit between the applicant's goals and the program.

## **ADMISSION REQUIREMENTS**

Prospective students must meet the programmatic admissions requirements in effect at the time of their official matriculation.

- 1) Each student should possess a bachelor's degree or its equivalent from an institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.
- 2) No more than 30 graduate semester credits or its equivalent awarded by another institution may be credited.

### **ENGLISH PROFICIENCY REQUIREMENTS**

Students whose native language is not English and prior education was not conducted in English, an English proficiency evaluation conducted by VU is required.

### **STANDARD ADMISSION**

Candidates must provide VU with all necessary admission documents including transcripts documenting that they have successfully completed programmatic admissions requirements.

In addition, all applicants to VU's DAcCHM program must read the mission and educational objectives and make sure that he/she can achieve the educational objectives of the program.

The applicant must meet this requirement before VU considers his/her application for admission. Prospective applicants who have not satisfied the minimum eligibility requirements are encouraged to complete studies in general education and to concentrate on completing a bachelor's degree.

VU does not accept Ability to Benefit Students.

VU uses a "Rolling Admissions" policy, which allows for the submission of an application at any time. Semesters start in Feb and September and prospective students are encouraged to apply for admission well in advance of their anticipated entrance date.

## **ADMISSION OF TRANSFER STUDENTS**

If you are a student at another TCM/acupuncture school and are considering transferring to Vitality University, you can apply for our DAcCHM program as a transfer student. Our transfer policies ensure that a transfer student's training from another school will meet the high standards of our DAcCHM program. Vitality University accepts transfer applicants who may receive transfer credit for no more than 30 graduate semester credits. No more than 25% of the program clinical training requirements may be accepted as transfer credit.

Transfer students must follow the same application and admissions procedures as required of new students, in addition to meeting the transfer student requirements.

### **Required Application Documents:**

1. A completed Application for Admission along with a \$150 non-refundable application fee.
2. Two (2) Letters of Recommendation
3. Official Transcripts and Transcript Evaluations (if necessary) from each college or university attended. These Official Transcripts must be sent directly from the sending institution directly to the VW Office of Admission. If the transcripts are from a country where English is not the primary language, if necessary, they must be translated and course by course evaluated by an approved evaluation service member of NACES such as World Education Service (WES).

Official transcripts from all colleges/universities attended sent directly to:  
Admissions Office Vitality University, 2499 Industrial PKWY West, Hayward, CA 94545

4. Two Passport-size color photographs
5. Resume or curriculum vitae listing previous occupations, positions held, previous education, with start and finish dates
6. Personal essay detailing your desire to be a Traditional Chinese medical practitioner
7. Interview with the Academic Dean and/or other designated staff or faculty. If a personal interview is not possible, a telephonic interview or an interview with an alumnus of VU may be conducted.

## **NON-DEGREE SEEKING STUDENTS ADMISSION POLICY AND PROCEDURES**

Vitality University will consider Non Degree-Seeking (NDS) applicants including: students participating in the California Acupuncture Board-approved tutorial program, licensed acupuncturists, medical doctors and other persons who may be seeking to meet an educational objective other than DAcCHM program. NDS students may take courses of the DAcCHM program, receive an official transcript showing coursework that has been successfully completed, and request to become a degree-seeking student at any time.

NDS students who are enrolled in courses must meet all of the corresponding program's admission requirements and course prerequisites, or demonstrate sufficient prior education and experience to successfully complete those courses with the exception of physical exercise courses such as Qi Gong and Tai Chi. NDS students must abide by all the pertinent rules and regulations such as rules on attendance, academic policies, etc. NDS students' participation in a course will not be allowed to adversely affect the quality of instruction.

NDS student enrollment status does not require a formal admission process or formal entrance requirements. There is a \$150 non-refundable application fee. Students must complete an application form and submit a copy of passport or permanent resident card. Enrollment as a non-degree student does not guarantee regular admission to the University. Students wishing to apply for full admission should refer to the appropriate instructions for admissions.

### **ADMISSION PROCEDURES**

#### **Admission Interview**

Once your application package and all supporting documents have been received, you will be arranged to have a personal interview with one of the members of the admissions committee in person, online or by phone. The admissions interview is a mutually beneficial process, allowing you the ability to acquire additional information

not gained in previous interactions with Vitality University, while the admissions committee has the opportunity to get to know you on a more personal level.

### **Application Review**

After your interview, your file will be reviewed by the admissions committee. In evaluating applicants the committee takes into consideration many factors: academic achievement, professional experience, recommendations, accomplishments, personal character, and future potential. Vitality University selects students who have a sincere interest in Oriental Medicine, who have an interest in serving others as health care professionals, and who have demonstrated the aptitude to successfully complete the program. Our most successful students are prepared for their TCM education with well-developed study skills and a solid financial plan.

### **Admissions Decision**

You will be notified in writing once a decision has been made by the admissions committee, within two weeks after your interview.

### **INTERNATIONAL STUDENT APPLICATION ACCEPTED**

Currently, VU doesn't admit students from other countries, because visa services are not provided.

### **INSTRUCTION LANGUAGE USED**

VU's instruction language is English.

### **TRANSFER CREDIT POLICY**

VU considers that transferring from another institution is an important decision and makes every effort to ensure the student is fully informed of all issues to make an informed decision. VU accepts students in good standing (a minimum cumulative GPA of 3.0), who wish to transfer from other schools of Acupuncture and Oriental medicine. They must meet the current admission standards, follow the same application procedures, and meet the graduation requirements at the time of admission. VU requires the submission of DAChM transcripts from all institutions attended by the transferring student. Additionally, transfer students may also be required to submit further items such as documentation of clinical training hours, course syllabi and/or course descriptions for the arrangement of transfer credit. Transfer students are

normally required to meet the Academic Dean and/or Academic officer prior to or at the time of submitting their application.

All transfer credit is granted by the end of the first year of enrollment in the program. Coursework taken at another institution after admission to VU is not transferable unless approved in advance in writing by the Academic Dean. Students may not be concurrently enrolled in another Oriental Medicine program.

### **Evaluation of Transfer Credit**

For transfer credit to be awarded, the student must request a transcript review in writing. Request forms are available from the Academic/Administrative Office. Transfer credit requests are reviewed by the Academic Officer and approved by the Academic Dean.

For evaluation of transfer credit, applicants must provide official transcripts sent directly from their school to the VU Academic/Administrative Office. Some applicants may also be asked to provide course syllabi.

The entire evaluation record and award of transfer credit is included in the student's academic file.

### **Transfer Credit Fee**

For each course reviewed and approved for transfer, a \$100 fee will apply, up to a maximum of \$500.

### **Transfer Credit requirements**

Transfer students must meet the program admissions requirements in effect at the time of their official matriculation.

Credits accepted for transfer into the program must be based on an official transcript received by the institution.

Credits accepted for transfer to meet program graduation requirements should be equivalent to published program degree requirements in content, rigor, and credit hour requirements.

Credits accepted for transfer into the program must have been earned at a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. Credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.



Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

Credit shall be awarded only for actual coursework at the graduate level completed in the specified area of the curriculum.

The final grade in the transferred course must be no less than "B" (3.0 on a 4.0 scale).

A course under consideration is evaluated for equivalency to the comparable VU course. Factors considered in determining equivalency are as follows:

- Equivalency of core subject matter.
- Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable VU course may be transferred without additional testing or tutoring.

Transfer credit will be accepted for Acupuncture and Oriental medicine coursework that has been successfully completed at an institution accredited by an agency recognized by the US Secretary of Education and approved by the California Acupuncture Board, if the courses are equivalent in content to VU courses.

Applicants may receive transfer credit for no more than 30 semester units, among which no more than 25% of the program clinical training requirements may be accepted as transfer credit. Under this condition, the following requirements should be followed.

- Up to 100% transfer credit may be awarded for courses completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development at a school which is approved under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.
- Up to 100% transfer credit may be awarded for coursework and clinical instruction completed successfully at another acupuncture school or college which is approved by the California Acupuncture board.
- Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice coursework and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures completed successfully at a school which is

not approved by the board may be awarded by a school approved by the board, provided that at least 50% of the course hours in individual subjects are completed successfully at a school approved by the California Acupuncture board.

- Where the coursework and clinical instruction were completed at an acupuncture school not approved by the California Acupuncture board, the evaluation shall include an examination administered and retained by the school in the subject area(s) in which transfer credit may be awarded.

No credit will be awarded for Western medical internship or residency training toward the actual clinical coursework and instruction required at Vitality University.

Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

In addition, VU may require the student to take an examination in the subject areas to demonstrate a level of knowledge comparable to that achieved by a Vitality University student in these same subject areas before credit is awarded.

**VU does not accept credit through prior learning assessment using either or a combination of the following assessment techniques:**

VU does not currently have an articulation or transfer agreement with any other college or university.

### **TO MATRICULATED STUDENTS**

Currently enrolled students who want to take courses at another institution and transfer the credits to VU must submit written application together with course descriptions to the Academic/Administrative Office, and get approval from the Academic Dean prior to registration at the other institution. After completing external coursework, students are responsible for submitting an official transcript to the Academic/Administrative Office. Only grades of "B" or higher may be transferred. Accepted transfer credits are not included in the VU grade point average and appear as a "T" on the VU transcript. Courses taken under other credit systems will be converted to U.S. semester hour credits. A \$100 transfer processing fee, for each semester is applied to the student's financial account once the credits are posted to the student's record.

**The following notice is also included in the enrollment agreement:**

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Vitality University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Vitality University to determine if your credits or degree, diploma or certificate will transfer.

### **NEW STUDENT ORIENTATION AND REGISTRATION**

One week prior to the beginning of the semester, you will attend the New Student Orientation and Registration. The orientation reviews registration options, the academic calendar, institution policies, and the DACCHM program. This is an excellent time to meet faculty, and members of the administration. Student registration is scheduled on the day following orientation. During registration you will meet with an academic advisor to review your class schedule. If you need special assistance with the registration process or with specific scheduling needs, please contact the admissions office for assistance prior to registration day.

All inquiries about the application or admissions process should be directed to:  
Vitality University Office of Admissions: 2499 Industrial PKWY West, Hayward, CA 94545

### **TOTAL NUMBER OF UNITS OR CREDITS (SEMESTER)**

Vitality University operates on a semester system. VU's DACCHM program consists of 197.3 units or semester credits (3,505 clock-hours), which is designed as an 8-semester course of study. Students enrolled in full time finish in the minimum of 4 academic years.

### **MAXIMUM TIME FOR PROGRAM COMPLETION**

The maximum time allowed for completion of the program of DACCHM is 8 academic

years or 16 semesters from the date of matriculation. Students that exceed the 8 academic years will be automatically dismissed.

## **METHOD OF INSTRUCTION**

VU's method of instruction for the program of DAcCHM is direct teaching.

## **CURRICULUM OF DAC[CHMS] PROGRAM**

<b>Basic Sciences</b>			
BS101	General Biology	4	60
BS102	Chemistry	2	30
BS103	General Physics	2	30
BS104	General Psychology	2	30
BS105	Anatomy	4	60
BS106	Physiology	4	60
BS107	Pathology & Pathophysiology	4	60
BS108	Nutrition and Vitamins	2	30
<b>Total Units/ Hours of Basic Sciences</b>		<b>24</b>	<b>360</b>

<b>Oriental Medicine</b>			
OM101	Foundation of TCM I	4	60
OM102	Foundation of TCM II	4	60
OM103	TCM Diagnosis I	4	60
OM104	TCM Diagnosis II	2	30
OM105	TCM Internal Medicine	4	60
OM106	TCM External Medicine	2	30
OM107	TCM Pediatrics	2	30
OM108	TCM Gynecology & Obstetrics	2	30
OM109	TCM Traumatology	2	30
OM110	TCM Ophthalmology & Otorhinolaryngology	2	30
OM111	Tui Na	3	45
OM112	Qigong	2	30
OM113	Tai Chi	2	30
OM114	TCM Classics	2	30
OM115	TCM Modern Literature	1	15
OM116	Clinical Psychology	1	15
OM117	TCM Terminology	1	15

OM118	TCM Fast and Accurate Diagnosis Technique	2	30
OM119	Consotherapy Oncology Therapy	2	30
<b>Total Units/ Hours of OM</b>		<b>44</b>	<b>660</b>

<b>Acupuncture &amp; Moxibustion</b>			
AC101	Meridians & Point Location I	4	60
AC102	Meridians & Point Location II	4	60
AC103	Acupuncture Techniques & Other Therapeutics	4	60
AC104	Acupuncture Therapeutics I	4	60
AC105	Acupuncture Therapeutics II	4	60
AC106	Microsystems Acupuncture	4	60
<b>Total Units/ Hours of Acupuncture &amp; Moxibustion</b>		<b>24</b>	<b>360</b>

<b>Herbology &amp; Formulas</b>			
HM101	Herbology I	4	60
HM102	Herbology II	4	60
HM103	Herbology III	4	60
HM104	Herbal Formulas I	4	60
HM105	Herbal Formulas II	2	30
HM106	Shang Han Lun	4	60
HM107	Jin Kui	2	30
HM108	Warm Diseases	3	45
HM109	Clinical Nutrition	4	60
HM110	Professional Herbal Dietary Therapy	2	30
HM111	New Classic Herbal Prescriptions	4	60
<b>Total Units/ Hours of Herbology</b>		<b>37</b>	<b>555</b>

<b>Western Medicine</b>			
WM101	Medical Terminology	2	30
WM102	Western Pharmacology	3	45
WM103	Physical Examination & Lab Diagnosis	3	45
WM104	Western Medical Sciences I	4	60
WM105	Western Medical Science II	2	30
WM106	Radiology and Laboratory Testing	4	60
<b>Total Units/ Hours of Western Medicine</b>		<b>18</b>	<b>270</b>

<b>Public Health</b>			
PH101	Public Health	3	45
<b>Total Units/ Hours of Public Health</b>		<b>3</b>	<b>45</b>

<b>Case Management</b>			
CM101	Case Management I	4	60
CM102	Case Management II	2	30
<b>Total Units/ Hours of Case Management</b>		<b>6</b>	<b>90</b>

<b>Practice Management</b>			
PM101	Practice Management	2	30
PM102	Medical Ethics	1	15
<b>Total Units/ Hours of Practice Management</b>		<b>3</b>	<b>45</b>

<b>Professional Development</b>			
PD101	History of Medicine	1	15
PD102	Research Methodology	1	15
PD103	Doctoral Research Project I	1	15
PD104	Doctoral Research Project II	1	15
<b>Total Units/ Hours of Professional Development</b>		<b>4</b>	<b>60</b>
<b>Total Course Units/ Hours</b>		<b>161</b>	<b>2415</b>

<b>Clinical Practice</b>			
CP101	Practice Observation	5	150
CP102	Diagnosis and Evaluation	10	300
CP103	Supervised Practice	17	510
CP104	Advanced Practice	4.3	130
<b>Total Units/ Hours of Clinical Practice</b>		<b>36.3</b>	<b>1090</b>
<b>SUBTOTAL</b>		<b>197.3</b>	<b>3505</b>

## **GRADUATION REQUIREMENTS FOR DACCHM PROGRAM**

All candidates for graduation from the DAcCHM program must complete their studies, with a GPA of 3.0 or above, within minimum 4 calendar years, and maximum 8 calendar years after their initial program enrollment. The following minimum requirements must be completed in order to petition for graduation from the DACCHM program.

Didactic studies	2415 hours	161 Credits
Clinical studies	1090 Hours	36.3 Credits
Total	3505 Hours	197.3 Credits

## **DOCTORAL DEGREE COMPLETION TRACK**

Vitality University provides doctoral degree completion track program, which is a post-professional curriculum for graduates of master's-level program that augments knowledge, skills, and behaviors to a level consistent with current entry-level professional doctoral standards. This program will help these students elevate from the master's to doctoral level. This track has courses and clinic work which bridges the master's competencies to the doctoral competencies. Applicants must submit their transcripts for evaluation and to customize a plan to ensure all competencies are met.

## **SCHEDULE OF COURSE OFFERINGS BY ACADEMIC TERM**

### **The First School Year**

#### **Fall (September)**

<b><u>Course #</u></b>	<b><u>Course Title</u></b>	<b><u>Units</u></b>	<b><u>Hours</u></b>
<b><u>OM-101</u></b>	<b><u>Foundation of TCM I</u></b>	<b><u>3</u></b>	<b><u>45</u></b>
<b><u>BS-106</u></b>	<b><u>Physiology</u></b>	<b><u>4</u></b>	<b><u>60</u></b>
<b><u>BS-103</u></b>	<b><u>General Physics</u></b>	<b><u>2</u></b>	<b><u>30</u></b>

BS-101	General Biology	3	45
HM-100	Introduction to Herbology	1	15
PM-104	Medical Ethics	1	15
PM-101	Practice Management	2	30

### Spring (January)

Course #	Course Title	Units	Hours
OM-102	Foundation of TCM II	3	45
BS-105	Human Anatomy	4	60
BS-102	Chemistry	3	45
BS-104	General Psychology	2	30
HM-102	Herbology I	3	45
AC-101	Acupuncture I	3	45

### Summer (May)

Course #	Course Title	Units	Hours
OM-103	TCM Diagnosis I	3	45
BS-107	Pathology & Pathophysiology	4	60
BS-108	Nutrition & Vitamins	2	30
HM-103	Herbology II	3	45
AC-102	Acupuncture II	3	45
OM-111	Clinical Psychology	1	15

## The Second School Year

### Fall (September)



<b>Course #</b>	<b>Course Title</b>	<b>Units</b>	<b>Hours</b>
OM-104	TCM Diagnosis II	3	45
WM-101	Medical Terminology	2	30
HM-104	Herbology III	3	45
PH-100	Public Health	3	45
AC-103	Acupuncture III	3	45
OM-118	TCM Terminology	1	15

### **Spring (January)**

<b>Course #</b>	<b>Course Title</b>	<b>Units</b>	<b>Hours</b>
OM-115	TCM Classics	2	30
WM-102	Western Pharmacology	3	45
HM-105	Herbology IV	3	45
AC-104	Acupuncture IV	3	45
OM-105	TCM Internal Medicine I	3	45

### **Summer (May)**

<b>Course #</b>	<b>Course Title</b>	<b>Units</b>	<b>Hours</b>
WM-103	Physical Examination & Lab Diagnosis	3	45
HM-106	Herbal Formulas I	3	45
PD-102	History of Medicine	1	15
AC-105	Acupuncture V	3	45
OM-106	TCM Internal Medicine II	3	45
CE	Pre-Clinic Comprehensive Exam		

## The Third School Year

### Fall (September)

Course #	Course Title	Units	Hours
WM-104	Western Clinical Medicine I	3	45
HM-107	Herbal Formulas II	3	45
OM-117	TCM Modern Literature	1	15
AC-106	Acupuncture VI	3	45
OM-100	TCM External Medicine	2	30
CP-101	Practice Observation (150 hrs)		

### Spring (January)

Course #	Course Title	Units	Hours
WM-105	Western Clinical Medicine II	3	45
HM-108	Herbal Formulas III	3	45
OM-114	Tai Chi	2	30
AC-107	Holographic Acupuncture Techniques	2	30
OM-109	TCM Gynecology & Obstetrics	2	30
CP-102	Diagnosis and Evaluation (150 hrs)		

### Summer (May)

Course #	Course Title	Units	Hours
HM-112	Clinic Nutrition	3	45
HM-109	Herbal Formulas IV	3	45
OM-113	Medical Qigong I	2	30
OM-112	Tui Na I	3	45

OM-108	TCM Pediatrics	2	30
CP-102	Diagnosis and Evaluation (150 hrs)		

## The Fourth School Year

Fall (September)			
Course #	Course Title	Units	Hours
CM-101	Case Management I	3	45
HM-110	Herbal Formulas V	3	45
OM-110	TCM Traumatology	2	30
CP-103	Supervised Practice (180 hrs)		

### Spring (January)

Course #	Course Title	Units	Hours
CM-102	Case Management II	3	45
PD-101	Research Methodology	1	15
OM-116	TCM Ophthalmology & Otorhinolaryngology	2	30
CP-103	Supervised Practice (180 hrs)		

### Summer (May)

Course #	Course Title	Units	Hours
CP-103	Supervised Practice (150 hrs)		
GE	Graduation Exam		

## COURSE DESCRIPTIONS

### Basic Sciences

**BS101 General Biology 4 units**

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of general biology including the organization of life, energy transfer through living systems, genetics, evolution, the diversity of life, the structure and life processes in plants, and the structure and life processes in animals, the interaction of life ecology etc.

### **BS102 Chemistry 2 units**

Prerequisite: None

The educational objectives of the course are to teach students the concept of both inorganic and organic chemistry, biochemistry, classification, structure and character of saccharides, classification, structure and character of lipids, protein and amino acids, the base, character and function of enzyme, bio-respiration and energy, vitamin, and enzyme. It also introduces the metabolism of saccharides, lipids, amino acids and protein, the structure, classification, and metabolism of nucleic acids.

### **BS103 General Physics 2 units**

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of the general physical including a general survey of biophysics. It covers the knowledge of physics history, measurements, vectors and scalar revisit, velocity and acceleration in one dimension, gravity and freefalling objects, motions, energy and momentum, simple harmonic oscillation. It also consists of the instruction of biophysics such as electrical properties of cells, the Hodgkin-Huxley model of action potentials, etc.

### **BS104 General Psychology 2 units**

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of general psychology including counseling skills. It covers modern approaches to psychology, the basic knowledge of psychology such as perception, learning, memory, intelligence, thought, and language, motivation and emotion, personality, stress and health, disorders, and therapies. It also covers the counseling skills such as empathy, listening skills, social and communication skills, boundary setting, and critical thinking.

**BS105 Anatomy 4 units**

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of microscopic anatomy, gross anatomy and neuroanatomy. It includes such important information as the cellular level of organization, the tissue level of organization, the integumentary system, osseous tissue and skeletal structure, the reproductive system, etc. This is a foundation to study human physiology, pathology (pathological anatomy and pathophysiology). surface markers related to acupuncture points' location are emphasized.

**BS106 Physiology 4 units**

Prerequisite: None

Course Description/ Educational Objectives of the Course

The educational objectives of the course are to teach students the knowledge of basic physiology including neurophysiology, endocrinology, and neurochemistry. It introduces the essential concepts of physiology and mechanisms of body function at various levels of organization, ranging from cellular and molecular to tissue and organ system levels. Emphasis is placed on understanding the integrated regulation of various body processes among the major systems (nervous, endocrine, cardiovascular, respiratory, gastrointestinal, urinary, reproductive system).

**BS107 Pathology & Pathophysiology 4 units**

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology. It introduces the knowledge of cell and tissue function, cell injury and cellular adaptations, structure of immune system, epidemiology and prevention, biological bases of psychopathology, psychological assessment, and clinical judgment.

**BS108 Nutrition and Vitamins 2 units**

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of principles of nutrition, vitamins, and their relationship to health. Major principles,

functions and sources of nutrients and disease prevention are discussed. Procedures for patient consultation in commonly seen diseases, nutrition, dietary supplement, and prescription counseling are also included.

### **Oriental Medicine Principles, Theories and Treatment**

#### **OM101 Foundation of TCM I 4 units**

Prerequisite: None

This is one of the series of two courses of the Foundation of TCM. The Purpose of these two courses is to teach students the knowledge of Oriental medicine principles and theory. It includes TCM fundamental concept: Yin/Yang, five elements, organ theory. It covers the instruction of the vital substances, the concept and transformation of Qi, the functions of the Yin organs and the Yang organs, the causes of diseases, pathogenesis, prevention, and therapeutic principles. This course focuses on Yin and Yang theory, the five elements, the vital substances, the transformations of Qi, The functions of the internal organs, and internal causes of diseases.

#### **OM102 Foundation of TCM II 4 units**

Prerequisite: OM101

This course is a continuation of OM 101 Foundation of TCM. The educational objectives of this course are to teach students the knowledge of causes of disease, pathogenesis, prevention, and therapeutic principles based on the theories of traditional Chinese medicine. It focuses on external causes of disease, and miscellaneous causes of disease, diagnosis methods, identification of patterns, etc.

#### **OM103 TCM Diagnosis I 4 units**

Prerequisite: OM102

The educational objectives of the course are to teach students the knowledge of acupuncture and Oriental medicine diagnosis. It mainly covers the examination methods, pattern identification comprehensive application of pattern identification methods, outlining of diagnostic principles of clinical departments.

#### **OM104 TCM Diagnosis II 2 units**

Prerequisite: OM103

The educational objectives of the course are to teach students the knowledge of acupuncture and Oriental medicine diagnosis. It mainly covers the knowledge of diagnosis of commonly seen clinical symptoms such as fever, abnormal sweating, headache, cough, panting, chest pain, heart palpitation, insomnia, spirit-mind abnormalities, bleeding thirst, torpid intake, etc. It also includes Clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses, and the World Health Organization's international classification of diseases (ICD-9), and writing a medical record as well.

### **OM105 TCM Internal Medicine 4 units**

Prerequisite: OM104

The educational objectives of the course are to teach the students the knowledge of the etiology, pathology, differentiation, and treatment of specific syndromes of the internal organ systems. Students will learn to identify specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities. It also covers the teaching of geriatrics, family medicine, emergency care.

### **OM106 TCM External Medicine 2 units**

Prerequisite: OM104

The educational objectives of this course are to teach the students the basic theories, knowledge and the treatment for TCM surgery. It includes the etiology and pathology, differentiation, treatment, and rehabilitation and nursing principles of TCM surgical diseases. It also includes many different kinds of surgical diseases such as sore and ulcer, breast diseases, goiter, tumor and rock, dermatologic diseases, sexually transmitted diseases, anorectal diseases, urinary male reproductive system diseases, peripheral vascular diseases, and other surgical diseases.

### **OM107 TCM Pediatrics 2 units**

Prerequisite: OM104

This is a clinic course in the study of Traditional Chinese Medical diagnosis methods and treatment strategies for children's diseases. This course presents concepts in the compatibility of physiology and pathology in children and its clinical application and

provides students with the understanding of the special considerations needed for the diagnosis and treatment of children's diseases.

### **OM108 TCM Gynecology 2 units**

Prerequisite: OM104

The educational objectives of this course are to teach the students the knowledge of the diagnosis and treatment of abnormal menstruation, pregnancy complications, sterility, fibroid tumors and vaginal discharge, and presents case studies for discussion. Chinese medical gynecology is introduced. The menstrual cycle is described in order to optimize treatment based on differentiation of the phases of ovulation and menstruation. Disorders of the female reproductive system are described as well as Chinese medical treatment. Assessment and therapeutics are described in terms of qi, blood and body fluids, extraordinary channels, as well as Zang Fu organ differentiation. Pathologies are differentiated in terms of etiology, pattern of disharmony, treatment principle and acupuncture and herbal treatment.

### **OM109 TCM Traumatology 2 units**

Prerequisite: BS105, OM104

The educational objectives of this course are to teach the students the knowledge of the basic content of traumatology including the etiology, pathology, diagnosis, and treatment of orthopedic and traumatological diseases. The teaching will focus on the commonly encountered diseases in clinical practice of orthopedics and traumatology such as fracture, dislocation, injury of muscle and tendon, internal traumatic syndrome, and osteopathy.

### **OM110 TCM Ophthalmology & Otorhinolaryngology 2 units**

Prerequisite: BS105, OM104

This is a clinic course in the study of Traditional Chinese Medical diagnosis methods and treatment strategies for ophthalmology & otorhinolaryngology. The ophthalmology part introduces the relationship between the eyes and the viscera, treatments to specific eye diseases such as eyelid disorders, diseases of canthi, etc. The otorhinolaryngology part introduces the basic theories of TCM otorhinolaryngology and the therapeutic methods of the commonly seen diseases of the ear, nose and throat.



**OM111 Tui Na I 3 units**

Prerequisite: BS105, OM104

The Purpose of the course is to teach students the knowledge of Oriental Tui Na principles and theory, acupressure and other techniques utilizing manual therapy and mechanical devices. It includes the practice of basic Acupressure and Tui Na in treating commonly diseases.

**OM112 Qigong 2 units**

Prerequisite: None

The purpose of the course is to teach students the knowledge of the rudimentary knowledge and experience with the health and longevity promoting exercises of Qi Gong and Breathing. This course is designed for practical knowledge and experience of such exercises to promote the health and balance, increase awareness and concentration, and counsel and instruct patients in terms of exercise, biomechanical alignment, and health.

**OM113 Tai Chi 2 units**

Prerequisite: None

This course introduces the rudimentary knowledge and experience with the health and longevity promoting exercises of Tai Chi Chuan, Qi Gong and Breathing. It covers the practical knowledge and experience of such exercises to promote the health and balance of the student/practitioner, increase awareness and concentration, integrate OM principles with kinetic movement, and counsel and instruct patients in terms of exercise, biomechanical alignment, and health. Western anatomical biomechanics, kinesiology, injury prevention and rehabilitation instructions are also included.

**OM114 TCM Classics 2 units**

Prerequisite: OM102

This course introduces how to approach the TCM classics. It discusses selections from Nei Jing, Shang Han, Jin Gui, and Wen Bing. The instructor will briefly introduce the historical and philosophical background of the text. The focus will be placed on reading and interpreting key passages of the TCM classics text and on how these ancient concepts are applied in the modern medical setting.

**OM115 TCM Modern Literature 1 units**

Prerequisite: OM102

The educational objectives of this course are to teach students the knowledge of TCM modern literature. It focuses on modern acupuncture literature, and modern oriental medicine literature. This course involves the combination of TCM with modern scientific system, and the current research trends in Oriental medicine.

**OM116 Clinical Psychology 1 unit**

Prerequisite: OM102

This course introduces the knowledge of foundations of clinical psychology, clinical assessment, and clinical interventions. It also covers the knowledge of patient/practitioner rapport, communication skills, multicultural sensitivity, lifestyle counseling, and self-care recommendations.

**OM117 TCM Terminology 1 units**

Prerequisite: OM 101, OM 102

The educational objectives of this course are designed for students who already have a basic knowledge of Traditional Chinese medicine. In this course, students will learn terminology of Traditional Chinese medicine, including words, phrases, compound terms, and definitions. After taking this course, students will be able to demonstrate the use of the pinyin system of romanization in writing and spelling commonly used TCM terminology such as acupuncture point names, Chinese herbal names, diagnostic vocabulary, and treatment vocabulary; demonstrate the reading and communication of basic TCM terminology; demonstrate the ability to recognize, write and understand the meaning of commonly used TCM terminology; and demonstrate the ability to use a Chinese-English dictionary to find basic TCM terminology.

**OM118 TCM Fast and Accurate Diagnosis Techniques 2 units**

Prerequisite: OM 104

The educational objectives of the course are to teach students the knowledge of pulse diagnosis and tongue diagnosis. Pulse diagnosis mainly covers the knowledge of pulse positions and diagnostic techniques, pulses and associated diseases, the pulse in complicated diseases, the pulses in pregnancy and pediatrics, the twenty-seven pulses states, etc. Tongue diagnosis mainly covers the knowledge of tongue examination, the

eight principles in tongue diagnosis, tongue spirit and body color, tongue body shape, tongue coating, and tongue diagnosis in the clinic.

### **OM119 Consotherapy Oncology Therapy 2 units**

Prerequisite: WM103, OM104

This course systematically introduces the integrated therapy in oncology, consoutherapy. It covers such content as the basic conception of West medicine oncology, basic conception of Chinese Medicine oncology, the theories of TCM oncology, evidence-based diagnosis system of Chinese Medicine oncology, and the eight therapies of consotherapy oncology. This course focuses on the all-round application of consotherapy in treating cancer patients.

### **Acupuncture & Moxibustion**

#### **AC101 Meridians & Point Location I 4 units**

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of the acupuncture principles and theory, meridians & point location. It covers a brief history of acupuncture and Moxibustion, the basic concepts of the meridians and collaterals, the twelve main meridians, the eight extra meridians, the twelve divergent meridians, the fifteen collaterals, the twelve muscle regions and twelve cutaneous regions, and introduction to acupuncture points of the Taiyin and Yangming Meridian.

#### **AC102 Meridians & Point Location II 4 units**

Prerequisite: AC101

The educational objectives of the course are to teach students the knowledge of the acupuncture principles and theory. It covers the knowledge of the location, indications, needling method, and regional anatomy of the acupuncture points of Shaoyin and Taiyang meridian, Jueyin and Shaoyang meridians, the governor and the conception vessels and the extra points.

#### **AC103 Acupuncture Techniques & other Therapeutics 4 units**

Prerequisite: AC102

The educational objectives of the course are to teach students the knowledge of clean needle technique, acupuncture techniques, acupuncture electro-stimulation, adjunctive

acupoint stimulation devices, magnet and beats therapy, warm needle technique, hot needle acupuncture, infrared and ultraviolet therapy, heat therapy, cold therapy, ultrasound therapy etc. This course also covers the teaching of microsystems acupuncture, including auricular and scalp therapy, moxibustion, Gua Sha, cupping etc. and the knowledge of equipment maintenance and safety.

### **AC 104 Acupuncture Therapeutics I 4 units**

Prerequisite: AC103

The educational objectives of the course are to teach students the principles of acupuncture prescription development and treatment from Nei Jing to modern acupuncture and Oriental medicine literature. The course includes a detailed study of clinical acupuncture treatment procedures for different specialties including, but not limited to the treatment of internal diseases, external diseases, gynecological diseases, pediatric diseases, psychological diseases, and diseases of eyes, ears, nose and throat, and the knowledge of emergency care, family medicine.

### **AC 105 Acupuncture Therapeutics II 4 units**

Prerequisite: AC 104

The educational objectives of the course are to teach students the knowledge of the treatment strategies and principles of acupuncture point selection to commonly encountered diseases in clinic setting. It focuses on the Treatment of headaches, dizziness, breathlessness, wheezing, allergic asthma, allergic rhinitis, sinusitis, cough, depression, insomnia, tinnitus, hypertension, tiredness, chest painful obstruction syndrome, epigastric pain, nausea and vomiting, gastro-oesophageal reflux disease etc.

### **AC106 Microsystems Acupuncture 4 units**

Prerequisite: AC101, AC102

The objectives of this course are to teach students the knowledge of the basic Principles of Auricular Acupuncture, the topography and indications of Auricular Acupuncture points according to regions, and the treatment of major illnesses. It also introduces such information as Oral Acupuncture, Korean Hand Acupuncture, Chinese Hand Acupuncture, New Point-Based Pain and Organ Therapy (NPPOT), and Laser Therapy.

### **Herbology & Formulas**

### **HM 101 Herbology I 4 units**

Prerequisite: None

The educational objectives of the course are to teach students the basic knowledge of botany including the fundamental natural phenomena and processes of plant life, the classification and description of plant diversity, plant groups such as algae, mosses or flowering plants, the morphology of plants, the physiology of plants, and the knowledge of growing and harvesting Chinese herbs, as well as preparation and processing of Chinese herbs. It focuses on Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course also includes some kinds of substances that release the exterior, clear heat, drain dampness, dispel wind-dampness, and herbs that transform phlegm and stop coughing.

### **HM 102 Herbology II 4 units**

Prerequisite: HM 101

The educational objectives of the course are to teach students the basic knowledge of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall include aromatic herbs that transform dampness, herbs that relieve food stagnation, herbs that regulate the Qi, herbs that regulate the blood, herbs that warm the interior and expel cold, and tonifying herbs.

### **HM 103 Herbology III 3 units**

Prerequisite: HM 102

The educational objectives of the course are to teach students the basic knowledge of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall include herbs that tonify the Yang, herbs that tonify the Yin, herbs that stabilize and bind, substances that calm the spirit, aromatic substances that open the orifices, substances that extinguish wind and stop

tremors, herbs that expel parasites, substances for topical application and obsolete substances.

### **HM 104 Herbal Formulas I 4 units**

Prerequisite: HM 103

The educational objectives of Herbal Formula I & II are to teach the students the knowledge of Chinese herbal formulas, herbal prescription, counseling and preparation for various clinical applications. This course will discuss the formulas used for releasing the exterior, clearing heat, draining down, harmonizing, treating dryness, expelling dampness, warming interior cold. It also covers the formulas that tonify, formulas that regulate the Qi, formulas that invigorate the blood, and formulas that stop bleeding.

### **HM 105 Herbal Formulas II 2 units**

Prerequisite: HM 103

The educational objectives of TCM Herbal Formula I & II are to teach the students the knowledge of Chinese herbal formulas, herbal prescription, counseling and preparation for various clinical applications. This course will discuss the formulas used for stabilizing and binding, tranquilizing, orifice opening, wind expelling, phlegm treating, digesting as well as parasites expelling. It will also include the composition and modification of formulas, common forms of prescriptions, usage of prescriptions, and Oriental clinical and medical nutrition, dietary and supplement prescription and counseling.

### **HM 106 Shang Han Lun 4 units**

Prerequisite: HM 105

The educational objectives of this course are to teach the students the knowledge contained in Shang Han Lun. It covers the classic theories of infectious diseases caused by exogenous wind and cold factors. It includes the etiology, clinical manifestations, pulse and tongue signs and complications at different stages of each infectious disease. This course also covers basic therapeutic herbal formulas applicable to different diagnoses of syndrome and different stages of disease progression.

### **HM 107 HM107 Jin Kui 2 units**

Prerequisite: HM 105

The educational objectives of this course are to teach the students the knowledge of the main critical concepts and herbal prescriptions of the major diseases in Jingui Yaolue as they apply to clinical use. It covers the different diseases in internal medicine, febrile diseases and gynecology that was mentioned in this book, and how to diagnose and treat many cases clinicians encounter daily as well.

### **HM 108 Warm Diseases 3 units**

Prerequisite: HM 105

The educational objectives of this course are to teach the students the knowledge of different infectious syndromes caused by exogenous heat or warm factors. It focuses on how to diagnose, set treatment principles, and select the correct herbal formulas.

### **HM 109 Clinical Nutrition 4 units**

Prerequisite: HM102

The educational objectives of this course are to teach students the knowledge of herbal prescription, herbal counseling and herbal preparation. It also covers the knowledge of Oriental and Western clinical and medical nutrition, dietary and supplement prescription and counseling. It introduces nutrition foundations and principles, and nutrition assessment as well.

### **HM110 Professional Herbal Dietary Therapy 2 units**

Prerequisite: HM102

The educational objectives of this course are to teach the students the knowledge of the six basic theories of TCM diet therapy. It covers the overview of TCM food and diet theory and applications of food and diet in health promotion, disease prevention and treatment and application precautions, and it introduces how to replace the famous ancient herbal prescriptions with herbal diet prescriptions.

### **HM111 New Classic Herbal Prescriptions**

Prerequisite: HM105

The educational objectives of this course are to teach the students the knowledge of the most widely circulated and used classic prescriptions in ancient and modern times. It covers four categories, including the classic prescriptions of Shanghan, Jingui, and Wenbing, and Shifang, so that learners can quickly master the use of classics. In this

course, each classic prescription is analyzed in combination with specific clinical application cases, so that students can apply what they have learned.

### **Western Medicine**

#### **WM 101 Medical Terminology 2 units**

Prerequisite: None

The educational objectives of this course are to teach students the foundation for the understanding of medical terms. It is designed to present the basic root language foundation that underlines the construction of medical scientific words and their meaning. It includes Western medical terms used for various diseases, surgical procedures, medical procedures and body parts. Such terminology is technically exact vocabulary used by professionals consisting of Greek and Latin roots, combined forms, prefixes, and suffixes. The course also includes Western medical abbreviations, and the formation of singular and plurals. It will prepare the students for further understanding of necessary information present in the Acupuncture and OM curriculum. A good understanding of medical words will serve as a foundation for their use in medical and OM clinical practice.

#### **WM 102 Western Pharmacology 3 units**

Prerequisite: None

The educational objectives of this course are to teach students the basic concepts and pharmacological principles of western pharmaceuticals and their major categories. Topics include pharmacological distribution, metabolism, and excretion, and the mechanisms by which drugs produce their therapeutic effects. Course emphasis is on general principles that can be applied broadly to groups or categories of medications. Students learn the knowledge of pharmacological assessment, emphasizing side-effects and herb-drug interactions.

#### **WM 103 Physical Examination & Lab 3 units**

Prerequisite: BS 106, BS 105, BS 107, WM 101

The educational objectives of this course are to teach students the techniques of history-taking and physical assessment according to the western clinical paradigm. This course covers the review of Clinical Sciences including internal medicine, pharmacology,



neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition and public health, comprehensive history taking. It covers the complete physical examinations of the skin, head, sense organs, chest, abdomen, as well as basic orthopedic and neurological tests. It also includes the knowledge of diagnostic imaging, radiological, and laboratory tests and incorporating the resulting data and reports.

### **WM 104 Western Medical Sciences I 4 units**

Prerequisite: BS105, BS106, BS107, BS108, WM101

The educational objectives of this course and WM104 Western Clinical Medicine II are to present an overview of selected common diseases observed and treated in biomedicine. The etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. These two courses include a survey of various clinical practices of medicine that include osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners with the practices of other health care providers. This course focuses on nutritional disorders, gastrointestinal disorders, hepatic & biliary disorders, musculoskeletal & connective tissue disorders, ear, nose, throat & dental disorders, eye disorders, dermatologic disorders, endocrine & metabolic disorders, hematology & oncology, immunology and allergic disorders etc.

### **WM 105 Western Medical Sciences II 2 units**

Prerequisite: WM 104

Course Description/ Educational Objectives of the Course

The educational objectives of this course and WM 104 Western Clinical Medicine I are to present an overview of selected common diseases observed and treated in biomedicine. The etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. These two courses include a survey of various clinical practices of medicine that include osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners with the practices of other health care providers. This course focuses on genitourinary disorders, gynecology & obstetrics, pediatrics, geriatrics, podiatry, dentistry, nursing, naturopathy, homeopathy, etc.

### **WM106 Radiology and Laboratory Testing 4 units**

Prerequisite: BS105, BS106, BS107, BS108, WM101

This course provides the student with a basic understanding of radiology and laboratory testing. It covers such information as imaging for patients such as chest, abdomen, musculoskeletal system, brain, head and neck, spine and pelvis, etc. It covers clinical laboratory and diagnostic tests, including blood, urine and stool tests, chemistry and microbiological studies, and an overview of specialized tests as well.

### **Case Management**

#### **CM 101 Case Management I 4 units**

Prerequisite: OM101, OM102, OM103, OM104

The educational objectives of this course are to teach students the following subjects: the primary care responsibilities, secondary and specialty care responsibilities, psychosocial assessment, treatment contraindications and complications, including drug and herb interactions, treatment planning, continuity of care, referral, and collaboration, follow-up care, final review, and functional outcome measurements. It also covers the teaching of prognosis and future medical care, case management for injured workers and socialized medicine patients, including knowledge of workers compensation/labor codes and procedures and qualified medical evaluations.

#### **CM 102 Case Management II 2 units**

Prerequisite: OM101, OM102, OM103, OM104

The educational objectives of this course are to teach students the coding procedures for current procedural codes, including CPT and ICD-10 diagnoses, medical-legal writing, expert medical testimony, and independent medical review, special care to seriously ill patients, emergency procedures, prognosis and future medical care. It also introduces integrated case management of some commonly seen diseases.

### **Practice Management**

#### **PM 101 Practice Management 2 units**

Prerequisite: None

The educational objectives of this course are to teach students the business and management aspects of practicing acupuncture and Oriental Medicine in clinic establishments. It includes record keeping, insurance billing and collection, business

written communication, front office procedures, planning and establishing a professional office, practice growth and development, ability to practice in interdisciplinary medical settings including hospitals, risk management and insurance issues, and Knowledge of regulatory compliance and jurisprudence (municipal, California, and federal laws, including OSHA, Labor Code, Health Insurance Portability and Accountability Act of 1996 (HIPPA)).

### **PM 102 Medical Ethics 1 units**

Prerequisite: None

The educational objectives of this course are to teach students the ethical and legal aspects in acupuncture and oriental medicine. It introduces code of ethics for acupuncturists, steps in making ethical decisions, ethics and peer review, and laws and regulations relating to the practice of acupuncture.

### **Public Health**

#### **PH 101 Public Health 3 units**

Prerequisite: obtain the certificate of first-aid and CPR

The educational objectives of this course are to teach students the knowledge of the public and community health and disease prevention, communicable disease, public health alerts, and epidemiology, treatment of chemical dependency, knowledge of first-aid and the review of adult/child cardiopulmonary resuscitation (CPR) and public health education.

### **Professional Development**

#### **PD 101 History of Medicine 1 units**

Prerequisite: None

The educational objectives of this course are to teach students the knowledge of the history of Medicine in the world, and the history of Traditional Chinese Medicine (TCM) including the origin of TCM, the development of TCM in the Han dynasty, the North South division epoch, the Tang Dynasty, The Song Dynasty, the Jin-Yuan dynasty, the Ming dynasty, the Qing dynasty, and the recent status of TCM in both China and the world. This course shall also introduce modern acupuncture and Oriental medicine literature and the current research areas in TCM.

**PD 102 Research Methodology 1 units**

Prerequisite: None

The educational objectives of this course are to teach students the knowledge and critique of research methods, knowledge of academic peer review process, research and evidence based medicine, The focus is gaining knowledge in research methods to apply later in a research project of one's own design and understand evidence based medicine to determine efficacy of treatment and determine when treatments are not appropriate.

**PD103 Doctoral Research Project I 1 units**

Prerequisite: PD102

The educational objectives of this course are to teach students the knowledge of developing the problem statement for dissertation proposal, the writing purpose statements, research questions, and hypotheses, writing literature review, research methods such as quantitative research methods, qualitative research methods, and mixed Methods.

**PD104 Doctoral Research Project II 1 units**

Prerequisite: PD103

The educational objectives of this course are to teach students the knowledge of envisioning the thesis as a whole, planning an integrated thesis, organizing a chapter or paper, and writing clearly, handling attention points such as data, charts and graphics, and finishing a doctoral dissertation.

**Clinical Practice**

**CP 101 Practice Observation 5 units/150 hours**

Prerequisite:

60 units of specific didactic learning are required. The pre-clinic comprehensive exam is required to pass with 70% correct answers. The following courses must be completed prior to the start of practice observation unless otherwise approved by the Academic Dean and Internship Clinic Director.

OM 101, OM 102, BS 102, BS 106, HM 102, AC101, PM 101, OM 103, PM 103, PM 104, PH 101

This course covers supervised observation of the clinical practice of acupuncture and Oriental medicine with case presentations and discussion. It focuses mainly on general professionalism, patient and practitioner communication and safety, time management, and intake skills. Interns should identify herbs and fill herbal prescriptions, know how to take patient history & vital signs.

### **CP 102 Diagnosis and Evaluation 10 units/300 hours**

Prerequisite:

100 units of specific didactic learning and 150 hours of phase I practice observation must be completed prior to applying for this course. The following courses must be completed prior to the start of practice observation unless otherwise approved by the Academic Dean and Internship Clinic Director.

HM 102, AC 102, AC 103, BS 107, OM 104, WM 102, BS 106, BS 105, BS 101, BS 109

This course covers the application of Eastern and Western diagnostic procedures in evaluating patients with the direct supervision of the clinic supervisors. In this course, the supervisor shall be physically present at all times during the diagnosis and treatment of the patient, guiding and teaching the interns the correct and most appropriate way of diagnosis and treatment. The supervisor shall teach interns through case analysis and demonstration. They will continue helping interns to develop efficiency while maintaining a high level of professionalism and safety. Interns are expected to complete patient intakes in a more efficient manner, and take initiative in creating a diagnosis and determining possible treatment protocols for the case. The intern should have a comprehensive understanding of eight principals, basic and advanced Zang Fu diagnostic methods, as well as the six exogenous factors, seven emotional factors, and clear differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas, and the basic pathophysiology of the patient's condition. The intern continues to advance in didactic classes and clinical experience, applying accumulated knowledge to already existing skill set. Supervisor guidance is focused on ensuring a comprehensive understanding of diagnostic methods, point prescriptions, herbal formulas, and needle techniques.

### **CP 103 Supervised Practice 17 units/510 hours**

Prerequisite:

150 units of specific didactic learning and 150 hours of Phase I Practice Observation, and 300 hours of phase II Diagnosis and Evaluation must be completed prior to applying for this course. The following didactic courses must have been completed prior to the start of practice observation unless otherwise approved by the Academic Dean and Internship Clinic Director.:

WM 104, AC 104, AC 105, BS 108, HM 101, HM 102 HM 103, HM 104, HM 106,  
HM 107

This course covers the clinical treatment of patients with acupuncture and oriental medicine treatment modalities listed in the Business and Professions Code section. In this course, interns begin to assume the role of a quasi-independent healthcare provider while still under supervision of a licensed practitioner, and maintain a high level of professionalism and safety, and require little to no prompting or guidance from supervisors. Integrating and refining advanced skills from didactic classes and clinical experience should be the focus. Intakes should be efficient, thorough, concise, and well-documented. Supervisors should feel confident in the intern's ability to diagnose and treat a patient using a variety of modalities including but not limited to acupuncture, herbal medicine, orthopedic examinations, cupping, moxabustion, and e-stim. Interns should display a comprehensive understanding of the eight principals, Zang Fu patterns, the six exogenous factors, seven emotional factors, and differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas and formula writing, pathophysiology, and internal medicine. Emphasis of learning should be on advanced needling skills, formula writing, and refining previously learned skills.

#### **CP104 Advanced Practice 4.3units/130 hours**

Prerequisite: 150 units of specific didactic learning and 960 hours of Phase I to III clinical practice must be completed prior to applying for this course.

This course covers the application of Eastern and Western diagnostic procedures in evaluating patients with the direct supervision of the clinic supervisors. In this course, the supervisor shall be always physically present during the diagnosis and treatment of the patient, guiding and teaching the interns the correct and most appropriate way of diagnosis and treatment. The supervisor shall teach interns through case analysis and

demonstration. They will continue helping interns to develop efficiency while maintaining a high level of professionalism and safety. Interns are expected to complete patient intakes in a more efficient manner and take initiative in creating a diagnosis and determining possible treatment protocols for the case. The intern should have a comprehensive understanding of eight principals, basic and advanced Zang Fu diagnostic methods, as well as the six exogenous factors, seven emotional factors, and clear differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas, and the basic pathophysiology of the patient's condition. The intern continues to advance in didactic classes and clinical experience, applying accumulated knowledge to already existing skill set. Supervisor guidance is focused on ensuring a comprehensive understanding of diagnostic methods, point prescriptions, herbal formulas, and needle techniques.

### **KEY MEMBERS OF ACADEMIC LEADERSHIP**

#### **Jeffrey Zhongxue Mah**

President, PhD. of Traditional Chinese Medicine, L.Ac.

#### **Shumin Lee**

Academic Dean, EdD.

#### **Donghong Yan**

Clinic Director, BS. of Traditional Chinese Medicine, L.Ac.

### **CORE FACULTY**

VU's faculty members will conduct administration, community outreach, curriculum development in addition to teaching and healthcare delivery. They contribute substantially to the teaching and clinic activities of the university and its program.

#### **Jeffrey Mah, PhD.(China), L.Ac. Dip. NCCAOM**

He graduated from Qinghai University School of Medicine 1976. He practiced medicine as intern and medical doctor for three years in Qinghai Tielu Hospital. During that time, he found some difficult cases were healed by Chinese herbal medicine. He decided to learn Chinese medicine. He studied Chinese medicine for three years from 1979 in Henan University of Chinese Medicine, and practiced both Chinese medicine and Western medicine in Henan First Hospital of Traditional Chinese Medicine for another three years. Then he learned from Beijing University of Chinese Medicine for three years to get PhD. From 1989 to 1996, he practiced and taught Chinese medicine in Wangjing Hospital affiliated to Chinese Academy of Traditional Chinese Medicine as associate

professor. He immigrated to the United State as an extraordinary scholar in 1997 and got California acupuncture license at same year. Since then, he practiced acupuncture and herbal medicine in California. He was invited by many universities to teach Chinese medicine. He created University of Herbal Medicine in 2016, and now the school's name has been changed as Vitality University. He was a key professor to teach Chinese medicine in the school. He published about twenty books and more than one hundred of articles. Three of his new books, will be published in the Spring 2022.

**Lixin Zhang, PhD.**

Dr. Zhang is a professor with extensive experience in TCM, health services research, policy and administration and has a unique background in integrative medicine. She graduated from Beijing University of Chinese Medicine, and practiced integrated medicine employing both TCM and biomedicine in China for three years. She received her M.S. in Health Policy and Administration from the University of Illinois at Urbana-Champaign and a PhD. in Health Services Research, Administration and Policy from the University of Minnesota. She served on the faculty at New York College of TCM.

**Gyehyong Cha, PhD.**

Dr. Cha obtained her license to practice Chinese Medicine in 2005 after graduating from Liaoning Institute of Chinese medicine. She received her Master's degree in Acupuncture and Massage Therapy from Beijing Institute of Chinese Medicine. Her research areas include applying Lingui Eight Methods to treat obesity. Her expertise includes ear-acupuncture, Tuina and acupressure, cupping, blood-letting method, and applying acupuncture to lose weight. Dr. Cha majored in TCM clinical internal medicine while pursuing her doctoral degree in the China Academy of Chinese Medicine. She has given seminars related to the application of the theory of "Mid-night Noon Ebb-flow" to treat various diseases. Dr. Cha's research focuses on functional indigestion and chronic gastritis. She participated in the writing of the book "The Clinical Practice Guidelines for Treating Chronic Gastritis Using TCM" and is a council member of Gastroenterology Association of World TCM Alliances.

**Donghong Yan, PhD. (China), L.Ac.**

Dr. Yan's expertise is the application of scientific research and modeling in TCM. She obtained B. Med. in TCM, M.S. and PhD. in combined TCM and Western medicine from Hunan Institute of TCM. She taught TCM and supervised interns at the Institute of Integrated TCM & Western Medicine at Xiang Ya Hospital of the Hunan Medical



Institute. She has over 30 journal publications and over 10 years of extensive experience in biological research.

### **William Dawson M.S. O.M.D , L.Ac. Dip. NCCAOM**

William Dawson is currently getting his doctorate in Acupuncture and Oriental Medicine. He has over ten years of experience in acupuncture, Tai Ji and Chinese medicine. Dr Dawson is the owner and Chief Resident of Hopewell Medical Acupuncture-Cheng Center, which is the North American CAM International Headquarters, and is recognized by the WHO (World Health Organization). Located in Sunnyvale California for the past 11 years, this facility is known for highly advanced acupuncture treatment and herbal formulations, computerized diagnostics and proprietary treatment regimens. Graduated from Five Branches Institute and The Institute of East West Medicine and a California LAc., Dr. Dawson is a Diplomat in Oriental Medicine Certified by NCCAOM. In 2015 Dr. Dawson was invited by Dr. Cheng Kai, the grandson of the Immortal Dr. Cheng Xinnong, to be the 5th generation inheritor of the family's knowledge of Acupuncture.

### **Guang Jin, PhD.**

Professor Jin Guang has a PhD. In Cancer Pathology, and graduated from Kyoto Institute, Japan in 2004. He has more than 15 years of medical experience in pathology, oncology and basic research. He has passed the USMLE (United State Medical Licensing Examination) Step 1 And Step 2, and is ECFMG (Education Commission for Foreign Medical Graduates) certified. He has many years of teaching and as a research group leader with experience at multiple institutes and as a Postdoctoral Fellow, at the Cancer Center, at the University of Pittsburgh, USA. He has a lot of knowledge and experience in the subjects of anatomy and physiology. He was a resident in the Department of Pathology, Allegheny General Hospital, Pittsburgh, USA. He now works in the California Associated Pathology Medical Group. He also teaches Western medicine courses at the Institute of Herbal Medicine.

### **Qinhong Zhang, M.D, PhD.**

Dr. Zhang is Visiting scholar at Stanford Institute, PhD. in acupuncture and Tui Na at Heilongjiang Institute of Traditional Chinese Medicine; board member of Hong Kong Special Administrative Region Health Care Fund; member of the Evidence-Based Medicine Methodology Group of the Evidence Prevention Committee of the Chinese Preventive Medicine Association. As the deputy editor of Systematic Review, editors of PLOS ONE, Medicine, Alternative Therapies in Health and Medicine, Medical

Acupuncture magazine, BMJ Open, Trials, Internal Medicine Journal, and Acupuncture in Medicine. He participated in the preparation of 3 English textbooks, including Chinese Medicine (Deputy Editor), Professional English for Medicine (Editor) and Acupuncture (Editor). He hosted and participated in 14 national, provincial, ministerial, bureau, and school level topics. He won the first prize of Heilongjiang Province Medical and Health New Technology Application Award. He is a licensed acupuncturist in California.

### **Dongji Zhang, PhD.**

Dr. Zhang used to be a UCSF Scientist in Immunology, a professor in Immunology at Jilin Institute, Changchun, China, and a postdoctoral fellow in Microbiology & Immunology, Institute of Manitoba, Canada.

## **LICENSURE OPPORTUNITIES**

Students wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination. In order to qualify for California's examination, students must successfully complete one of the following:

- An educational and training program approved by the Board,
- A tutorial program in the practice of acupuncture approved by the Board,
- A foreign education training program that is equivalent to the curriculum required at a CAB approved school.

## **LICENSURE ELIGIBILITY**

The curriculum of Vitality University's DAcCHM program covers all the required content and knowledge required by the curriculum of California Acupuncture Board, California Acupuncture Licensing Examination and NCCAOM Certification Examination.

The eligibility for NCCAOM certification is determined by Eligibility Route:

Route 1 – Formal Education: United States Applicant

Route 2 – Formal Education: International Applicant

Route 3 – Apprenticeship Applicant

Route 4 – Combination of Formal Education & Apprenticeship Applicant

Route 5 – Converting to an NCCAOM Oriental Medicine Certification Applicant

Route 6 – Reinstatement to Active NCCAOM Status Applicant

For information concerning the national licensing exam and licensure in other states contact NCCAOM, 76 South Laura Street, Suite 1290, Jacksonville, FL 32202; phone: (904) 598-1005; fax: (904) 598-5001; website: [www.nccaom.org](http://www.nccaom.org).

**INFORMATION REGARDING WHETHER COMPLETION OF THE PROGRAM WOULD BE SUFFICIENT TO MEET THE REQUIREMENTS FOR PROFESSIONAL LICENSURE OR CERTIFICATION**

The table below provides information regarding whether completion of the program would be sufficient to meet the requirements for professional licensure or certification, including:

- a) a list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification;
- b) a list of all states for which the institution has determined that its curriculum does not meet the state educational requirements for licensure or certification; and
- c) a list of all states for which the institution has not made a determination that its curriculum meets the state educational requirements for licensure or certification.

<b>Meets</b>	<b>Does Not Meet</b>	<b>A Determination Has Not Been Made</b>
California		Alabama Alaska Arizona Arkansas Colorado Connecticut

		Delaware
		Florida
		Georgia
		Hawaii
		Idaho
		Illinois
		Indiana
		Iowa
		Kansas
		Kentucky
		Louisiana
		Maine
		Maryland
		Massachusetts
		Michigan
		Minnesota
		Mississippi
		Missouri
		Montana
		Nebraska
		Nevada
		New Hampshire
		New Jersey
		New Mexico

		New York
		North Carolina
		North Dakota
		Ohio
		Oklahoma
		Oregon
		Pennsylvania
		Rhode Island
		South Carolina
		South Dakota
		Tennessee
		Texas
		Utah
		Vermont
		Virginia
		Washington

Licensure requirements are subject to change. Students should do their own due diligence and determine the appropriate pathway and license type for themselves.

### **EMPLOYMENT, CAREER OPPORTUNITIES FOR GRADUATES**

Licensed acupuncturists are trained to provide a broad range of healthcare services, including internal, as well as addiction treatment, pain management and rehabilitation assistance. They may work in private practices, multidisciplinary clinic settings or hospitals. Other career options include teaching, research and writing.

Unlike conventional Western medical practice, acupuncturists are trained to treat the entire individual rather than the specific illness or condition. They take into account a patient's physical, mental and emotional condition in order to determine the proper

course of treatment. In addition to providing acupuncture therapy, practitioners help their patients achieve balance and wellness in their everyday lives.

### **Career Requirements**

<b>Degree Level</b>	Master's degrees or post-baccalaureate certificates from schools accredited by the Accreditation Commission for Acupuncture and Oriental Medicine; some states require acupuncturists to be physicians, osteopaths, or chiropractors
<b>Degree Field(s)</b>	Acupuncture
<b>Licensure/Certification</b>	Most states have licensing requirements
<b>Job Outlook (2018-2028)*</b>	11% or higher growth
<b>Mean Annual Salary (2019)*</b>	\$75,640

*Source: U.S. Bureau of Labor Statistics, \*O\*net Online*

Acupuncture regulations vary state by state, according to the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) ([www.nccaom.org](http://www.nccaom.org)). Most states have licensing or continuing education requirements, including certification by the National Certification Commission for Acupuncture and Oriental Medicine.

### **TUITION AND FEE STRUCTURES**

#### **TUITION & FEES (U.S. DOLLARS)**

Upon acceptance to the program, applicants are required to submit a refundable tuition deposit of \$300 for full-time or \$175 for part-time within 30 days to secure their place in the upcoming class. After VU receives the deposit, accepted applicants will receive any material pertaining to the upcoming class (schedule, required books list, date and times of orientation, etc.). The schedule of classes for any given semester is available at the Administration Office approximately 4 weeks before the first day of classes. When the schedule becomes available, an appointment must be made with the Registrar to register for courses.

Vitality University is a sole ownership institution, and all revenues are used to support the University's mission. Tuition and fees are subject to change with a 90-days' notice.

### Total Cost of Program

<b>PROGRAM NAME</b>	<b>Total Units</b>	<b>Didactic Instruction (Per semester credit = 15 contact hours)</b>	<b>Clinical Training (Per semester credit = 30 clinical hours)</b>	<b>Total Program Tuition</b>	<b>Estimated Cost of Books &amp; Materials</b>	<b>Total Program Charges</b>
DACCHM	197.3 credits / 3,505 hours	\$255.00 per credit	\$15.00 per clinical hour	\$69,888	\$2,000	\$62,405

Application for Admission Fee	\$ 150.00	Non-Refundable
Tuition	\$ 57,405	
Registration Fee (per semester)	\$ 50.00	Non-Refundable
Clinical Training	\$15.00 per clinical hour	
Late tuition fee (charged monthly on accounts past due 15 days or more)	\$ 25.00+ 1% of balance due/month	
Lab/Clinic supplies and/or Kits	\$ 250.00	
Clinic Uniform	\$ 100.00	
Late Course Add/Drop Fee (Per Course) (after the first 7 days of the semester)	\$ 25.00	Non-Refundable
Late Registration Fee	\$ 25.00	Non-Refundable
Returned Check Fee	\$ 25.00	Non-Refundable

		e
Student I.D. Card remake	\$ 5.00/per remake	
Transcript Fee	\$ 10.00	
Graduation Examination	\$ 100.00	
Comprehensive Examination	\$ 100.00	
Tutoring	No Charge	
Transfer Credit Evaluation Fee (per course, not to exceed \$500 in total)	\$ 50.00	
Dissertation Defense	\$ 300.00	
Graduation Fee (Including Diploma. Official Transcript and Commencement)	\$ 300.00	
Student Tuition Recovery Fund Fee	\$0.5 per thousand	Non-Refundable
In-Resident Housing (Not available)	N/A	
Textbooks, or Other Learning Media;	\$2,000	
Library Fee	\$50 (first year), \$10 (renewal each year)	
Malpractice Insurance for internship	\$150.00	

### **STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.



Effective February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero (\$0) per one thousand dollars (\$1,000) of institutional charges to fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or

representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94924 and 94925, Education Code.

## **REFUND POLICIES**

Students have a right to a full refund of all charges, less the registration fee, if the student cancels the enrollment agreement on the first day of class or on the seventh day after enrollment/signing this agreement, whichever is later. The amount retained by the school will not exceed the \$50 registration fee.

If a student withdraws from the program after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance if the student fails to notify the school. The student will be charged for all hours attended.

VU will refund money collected from a third party on the student’s behalf if VU cancels or discontinues the course in which the student is enrolled, or if the student drops out. If

any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

#### **CANCELLATION OF REGISTRATION**

A cancellation of Registration cancels all classes a student has registered for. If a Cancellation of Registration is submitted prior to the end of business hours of the day before the first week of the semester in which the student is enrolled, a full refund of tuition, fees (other than non-refundable fees) shall be granted to the student. Students who submit a cancellation of registration after the 1<sup>st</sup> week of semester are not eligible to receive refund of any fees, but are eligible for partial refunds of tuition up to sixty percent (60%) of the course of instruction calculated based on the date of the VU Academic Office receives the completed withdrawal notice from the student as follows:

#### **Student Charges:**

1 <sup>st</sup> Week:	No Charge, 100% Refund
2 <sup>nd</sup> Week:	10% Charged, 90% Refund
3 <sup>rd</sup> Week:	20% Charged, 80% Refund
4 <sup>th</sup> Week:	30% Charged, 70% Refund
5 <sup>th</sup> Week:	40% Charged, 60% Refund
6 <sup>th</sup> Week:	50% Charged, 50% Refund
7 <sup>th</sup> Week:	No Refund

If any portion of the tuition was paid from the proceeds of a loan or third party, the

refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

### **DROPPING CLASSES**

Students who drop an individual class or classes during the established Add/Drop period (but remain enrolled in at least one class) will be granted a one hundred percent (100%) refund for dropped classes. Students who drop individual classes after the Add/Drop period are not eligible to receive refunds of any fees, but are eligible to receive partial tuition refunds up to sixty percent (60%) of the course of instruction calculated based on the date the VU Front Office receives the completed withdrawal notice from the student, see refund policy.

Students who have been enrolled past the end of the sixth week of instruction with in any semester will not receive a refund and will be charged one hundred percent (100%) of the tuition and fees for that semester.

#### **Student Charges:**

1 <sup>st</sup> Week:	No Charge, 100% Refund
2 <sup>nd</sup> Week:	10% Charged, 90% Refund
3 <sup>rd</sup> Week:	20% Charged, 80% Refund
4 <sup>th</sup> Week:	30% Charged, 70% Refund
5 <sup>th</sup> Week:	40% Charged, 60% Refund
6 <sup>th</sup> Week:	50% Charged, 50% Refund
7 <sup>th</sup> Week:	No Refund

#### **Dropping Clinic Hours**

Students who drop clinic hours prior to the end of business hours of the day before the first week of the semester will receive a full refund. Students who drop clinic hours after the Add/Drop period, but before the end of the sixth week will be charged based on same calculation based on the date of the VU Front Office receives the completed withdrawal notice from the student just as the didactic class drop policy. No refund of fees related to clinic internship will be given unless the student is eligible for full refund of the entire clinic hours registered. Students who drop clinic hours after the end of the sixth week will be charged for the total amount of clinic hours they initially registered for.

#### **Student Charges:**

2<sup>nd</sup> Week: 20% Charged, 80% Refund  
3<sup>rd</sup> Week: 30% Charged, 70% Refund  
4<sup>th</sup> Week: 40% Charged, 60% Refund  
5<sup>th</sup> Week: 50% Charged, 50% Refund  
6<sup>th</sup> Week: 60% Charged, 40% Refund

Students are allowed to withdraw from the Friday evening, Saturday and Sunday classes and intern's hours during the next business day, and will be counted as if student withdrew in the previous week rather than the date of withdrawal. Another option to withdraw from the weekend class is to fax student's desire to withdraw with all the pertinent information including student's signature before the end of the week. Student who withdraws with this method needs to submit the original document (not the fax) and the confirmation of fax to the front office during business hours in the following week.

**THE FOLLOWING ARE EXAMPLES ONLY. ACTUAL REFUND AMOUNTS ARE SUBJECT TO TUITION CHARGES AND UNIT/HOUR REQUIREMENTS IN EFFECT AT THE TIME THE STUDENT REQUESTS A TUITION REFUND.**

-----Clinical Tuition Refund –

*Student enrolled in 40 clinical hours, withdraws in the third week*

Total Tuition charges for 1090 clinical hours (1090 hours X \$15.00) = \$ 16,350.00)

Divide total clinical tuition by number of clinical hours (16,350.00/1090) = \$ 15.00 [This number (the quotient) represents the hourly charge for the clinical aspect of the program.]

Amount owed by student:

Hourly charge (\$15.00) X total hours in session at time withdrawal (12) = \$ 180.00

Amount paid by student (40 hours X \$15.00 per unit) = \$ 600.00

Amount of Clinical Tuition Refund (amount paid minus amount owed - \$600.00 minus \$ 180.00) = \$ 420.00

This refund schedule is subject to revision, including retroactive revision during the academic year without notice and does not list information regarding didactic

(classroom)

instruction

timeframes.

### **DISBURSEMENT OF TUITION REFUNDS**

All tuition refunds will be disbursed through the VU administration office, unless the refund recipient requests in writing that it be mailed. In such cases, the recipient must provide in writing a current mailing address or other address to which the refund should be sent.

### **CONSUMER LOAN AGREEMENTS**

VU does not loan students funds to attend school. Students may voluntarily choose a third party private lending institution to receive a loan to pay for the cost of A.C.B.S Programs. The third-party lender is responsible to provide all disclosures to students according to the truth in lending act of title 15 of the United States code.

If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

### **FINANCIAL CHARGES GRIEVANCE**

VU has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination financial policy by providing an appeal process for those who desire to file a grievance against VU. All disputes relating to charges must be initiated within six (6) weeks from the charge date and must be submitted in writing to the Financial Office.

### **FINANCIAL DISPUTES**

Student disputes or requests for policy exceptions must be submitted in writing and include all relevant. Note: All fees are subject to change. For student(s), currently enrolled or not, who has/have an outstanding balance, VU reserves the rights to refuse any type of service, including release of grades and documents.

## **FINANCIAL AID PROGRAMS**

VU does not participate in federal and state financial aid programs.

## **RESERVATION OF RIGHTS TO INCREASE UNITS/HOURS**

Vitality University herewith expressly reserves the right to increase didactic unit/hour requirements and/or clinical hour requirements in compliance with the mandates of the State of California, the United States of America, any applicable private regulatory body, any applicable quasi-public regulatory body, or as deemed appropriate by Vitality University.

The affairs of Vitality University are managed by the Board of Directors. The Board receives recommendations from the University President and Executive Council, on which the President sits, and also includes the Academic Dean, and the Director of Administrative Affairs.

Students participate in the decision-making process by completing course evaluations at the end of each semester and periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions

## **NOTIFICATION OF UNIVERSITY CATALOG**

The catalog of Vitality University, which is pursuant to section 71810(a) of the California Education Code, is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Any prospective student and/or any interested person may have access to the catalog of Vitality University via contacting the Administrative/Academic Office of the university or download it on the university website.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been

satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818; Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov) ; Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897; (916) 574-8900 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone #: (888) 370-7589; or by completing a complaint form, which can be obtained on the bureau's internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov) .

### **ABOUT THIS CATALOG**

The catalog of Vitality University, which is pursuant to section 94909 of the California Education Code, is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

### **ACCESS OF THE CATALOG**

The catalog of Vitality University will be provided to prospective students and any interested person upon request via email or access to downloading on the Website of Vitality University.

### **EFFECTIVE TIME OF THIS CATALOG**

This catalog will be effective from Sept. 01, 2022 through Dec. 31, 2022

### **VITALITY UNIVERSITY'S CONTACT**

#### **MAIN CAMPUS**

2499 Industrial PKWY West, Hayward, CA 94545

Website: [www.vitalityuniversity.net](http://www.vitalityuniversity.net)

Phone: (650) 350-1863 / (510) 856-3619



**SATELLITE CAMPUS**

2304 S. El Camino Real, San Mateo, CA 94403

Phone: (650) 350-1863